



ROBERT BENTLEY
Governor

State of Alabama Department of Human Resources

S. Gordon Persons Building
50 Ripley Street
P.O. Box 304000
Montgomery, Alabama 36130
334.242.1310
www.dhr.state.al.us



Nancy T. Buckner
Commissioner

November 17, 2016

Peggy Fouts, Regional Director
Food and Nutrition Services
Southeast Regional Office
Sam Nunn Federal Center
61 Forsyth Street, SW, Room 8T36
Atlanta, Georgia 30303

Dear Mrs. Fouts:

Please see the attached Alabama Department of Human Resources Food Assistance Division amended Employment and Training (E&T) Plan for FY 2017. The amended plan includes the three new partners, Alabama Community College System Adult Education Program, The Bridge Center Inc., and Goodwill Easter Seals of the Gulf Coast. We believe that these new partners will be beneficial in assisting Alabama in meeting the needs of our ABAWD individuals.

We appreciate the guidance provided by your staff and await a favorable response from your office. If you have questions, please contact me at 334-242-1747 or email, Brandon.Hardin@dhr.alabama.gov.

Sincerely,

Brandon Hardin, Director
Food Assistance Division
Alabama Department of Human Resources

CC: Gwen Daniels, SERO SNAP Team Lead
Larry G. Young, Program Specialist

Part A: Cover Page and Authorized Signatures

State: *Alabama*

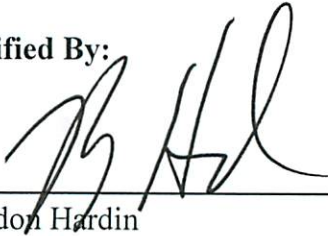
State Agency: *Department of Human Resources, Food Assistance Division*

Federal FY: *2017*

Primary Contacts:

Name	Title	Phone	Email
Julia Thomas	Program Manager	334-353-5173	Julia.Thomas@dhr.alabama.gov
Johnnie Melton	Program Specialist	334-242-1463	Johnnie.Melton@dhr.alabama.gov
Rita Houser	Program Specialist	334-242-1741	Rita.Houser@dhr.alabama.gov

Certified By:



Brandon Hardin

11/17/16
Date

Certified By:



Conitha King

11/17/16
Date

Part B: Assurances

Assurance Statements	
<i>Check box at right to indicate you have read and understand each statement.</i>	
1. 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"/>
2. 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"/>
3. State education costs will not be supplanted with Federal E&T funds.	<input checked="" type="checkbox"/>
4. 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"/>
5. 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"/>
6. 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"/>
7. Contracts are procured through competitive bid procedures governed by State procurement regulations.	<input checked="" type="checkbox"/>
8. 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"/>
9. 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"/>
10. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input checked="" type="checkbox"/>
11. 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)	<input checked="" type="checkbox"/>

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.

Part C: State E&T Program, Operations and Policy

Table 1: State E&T Program, Operations and Policy Overview	
<p>Summary of the SNAP E&T Program</p>	<p>Alabama will operate a voluntary E&T program for ABAWDs only. We will continue our longstanding partnership with the Alabama Department of Labor (DOL), Employment Service Division (ADoL-ES) to provide needed services for the Employment and Training program. Alabama recognizes a need to employ additional services to assist ABAWDs and are currently seeking additional partners to provide services. We are still looking to provide a vigorous Employment and Training program that is beneficial to the population we serve. We will continue to offer the following services through DOL: Career Center Orientation, Labor Market Information, Job Search, Resume Preparation, Job Shop, Referral to Training, Individual Employment Plans, Case Management Services, and Referral to Supportive Services. We have two new partners, Goodwill Easter Seals and The Bridge to provide case management services, supportive services, referrals to educational services, and job skills training. After contracts have been negotiated the plan will be amended to reflect additional services and budgets to be provided. We will continue to expand our E&T program by looking to partner with agencies that will provide educational and supportive services and technical training. We will continue issuing RFPs to solicit other services from CBOs in our communities. We look forward to providing services that will assist ABAWDs in developing individualized plans that will help gain and maintain substantial employment.</p> <p>Through our partnership with the Department of Labor, we are able to refer participants for training to the Workforce Innovation Opportunity Act (WIOA) program. Participants would need to be accepted into and complete the WIOA program or be participating in an educational component for the required number of hours in order to maintain SNAP eligibility.</p>
<p>Program Changes</p>	<p>Previously, Alabama waived ABAWD requirements in the following 13 counties: Barbour, Clarke, Choctaw, Conecuh, Dallas, Greene, Hale, Lowndes, Monroe, Perry, Sumter, Washington and Wilcox. Alabama will no longer waive any counties in the state effective January 1, 2017.</p> <p>At this time, Alabama has no plan for the use of the 15% exemption slots during FY 2017. However, we will continue</p>

Table 1: State E&T Program, Operations and Policy Overview

	<p>to evaluate a justifiable and impartial plan for future use when needed.</p> <p>Alabama will continue its partnership with ADoL-ES but now will increase the number of counties served from 10 to 35. The 35 counties are as follows: Baldwin, Barbour, Butler, Calhoun, Chambers, Clark, Coffee, Colbert, Cullman, Dallas, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Jefferson, Lee, Madison, Marengo, Marion, Marshall, Mobile, Monroe, Montgomery, Morgan, Pike, Randolph, Russell, Saint Clair, Shelby, Talladega, Tallapoosa, Tuscaloosa, Walker. Alabama will be adding eight new E&T workers that will be positioned in five local county offices: Montgomery (2), Lowndes (1), Elmore (1), Lee (1), and Mobile (3). These workers will assist in piloting the expansion of E&T services for the state. The addition of these 8 E&T workers will bring the total number of counties in Alabama offering E&T service to 37.</p> <p>We recently announced an award of an RFP for case management services to two agencies, Goodwill Easter Seals of the Gulf Coast (GES) and The Bridge Center Inc. (TBCI). GES will provide services to 75 participants in the Mobile area. TBCI will provide services to 250 participants in the same area. We will continue to issue RFPs to petition community agencies and organizations for additional 50/50 partnerships that will be beneficial to the ABAWD population served.</p> <p>We will be issuing an RFP for consultant services with a concentration in resource mapping in counties where time limits are expiring and in current E&T partner counties. We are currently in the planning stages of establishing a partnership with the Alabama Community College System Adult Education Program (Adult Ed) to begin January 1, 2017. Adult Ed will provide educational courses and vocational training to 175 participants. With these additions we hope to increase the number of voluntary E&T participants.</p>
<p>Workforce Development System</p>	<p>The Department of Human Resources contracts with the Department of Labor to provide: (1) Job Search - the participant is guided through the necessary steps to achieve a specific employment objective which could include conducting internet job searches; making direct employer contacts; self-directed job search, job search referrals,</p>

Table 1: State E&T Program, Operations and Policy Overview

	<p>individual employment plans and other job related contacts (2) Job Search Training - the participant is provided instructions on the content and format of resumes, appropriate dress for employability, seminars designed to provide participants with information to improve job search knowledge and skills, labor market assistance, and assessment services (3) Job Retention Services – short seminars are provided that are designed to assist participants with necessary soft skills in the work environment. Participants are also referred to other entities and organization for supportive services (4) Basic Education – participants are referred to educational services designed to develop competency in basic literacy and to gain a General Education Diploma (GED). Additional contracts with non-profit agencies may be negotiated, pending the results of any additional RFPs that may be issued. (5) Vocational Training – participants are referred to various WIOA programs throughout the state to provide skills training to prepare them for work.</p> <p>DHR will contract with GES to provide: (1) Job Search Training – participants are provided with assessment services which identify employment and training interest and barriers to success, individual career plan, and employability skills training. Job readiness training is also provided using the Smart Work Ethics Curriculum. (2) Job Retention services – participants are provided case management and post training/employment follow-up services and linkages with support services like financial counseling, social services, etc. (3) Basic Education – participants will receive direct services and linking services based upon need to GED or adult education classes. (4) Vocational Training – Job skills training like welding, pipe fitting, truck driving, etc. will be offered to participants. Other post-secondary education courses may also be offered.</p> <p>DHR will contract with TBCI to provide: (1) Job Search – participants receive assist with self-directed job searches, assisted job searches, and job referrals through networking opportunities and hiring events. (2) Job Search Training – participants will receive assessments which will include individual employment plans that identify barriers, education and literacy, employment history, criminal records, and personal goals. They will also receive soft skills and employability skills training, and resume assistance and preparation.</p>
--	---

Table 1: State E&T Program, Operations and Policy Overview	
	(3) Job Retention Services – participants will receive transition support services which are aimed at those re-entering the work force from incarceration, case management services, and follow-up services to indicate any new barriers and address them as needed to help continue employment.
Other Employment Programs	The Food Assistance E&T Program is administered by the Food Assistance Division. Alabama's E&T program does not serve cash assistance households. The JOBS Program, Alabama's TANF work program, is administered by the Family Assistance Partnership and serves the Family Assistance households only. There is no consolidation in the administration of these programs and there are no shared components.
Special Populations	Only ABAWDs will be referred.
Screening Process	Eligibility workers will screen clients to determine if they are subject to the work registrant requirements or if they are exempt from any work registrant requirements. Eligibility workers will also determine whether or not individuals are ABAWDs and subject to time limits participation. An automated screening process will continue to electronically refer only clients with work registration code J, which are ABAWDs.
Conciliation Process (if applicable)	Alabama will operate a voluntary E&T program so no participants would be in noncompliance.
Disqualification Policy	Although the state will not operate a mandatory E&T Program, we are referencing disqualification procedures in our Points of Eligibility (POE) manual Chapter 7 section 709: Household members determined to be mandatory work registrants, will be disqualified if they voluntarily quit a job of at least 30 hours per week, or voluntarily reduce their work hours to less than 30 hours per week without good cause. If a household member voluntarily quits a job involving less than 30 hours of work per week, the disqualification applies if the weekly earnings were at least equivalent to the federal minimum wage multiplied by 30 hours. The penalties for voluntary quit or reducing work hours should be explained to households at application and recertification.

Table 1: State E&T Program, Operations and Policy Overview

The provisions of this section do not apply in the following circumstances:

1. For applicant households, a voluntary quit or voluntary reduction which occurred more than 30 days prior to the date of application, unless the household was receiving benefits at the time of the quit or reduction, but the county department did not learn about it until reapplication.
2. Temporary leave from a paid position of employment pursuant to the provisions of the Family Medical Leave Act of 1993. The provisions may apply if the individual does not return to work at the end of the leave period.
3. Involuntary reduction of work hours.
4. Termination of a self-employment enterprise.
5. Resignation from a job at the demand of the employer.
6. If a household member quits a job to take new employment at comparable wages or hours and is then laid off, or through no fault of his own loses the new job, the earlier quit will not form the basis of a disqualification. "Comparable" does not require that the new job pay equal wages or provide equal hours of work; consideration must be given to new employment which might entail fewer hours or a lower salary, but which offers greater chances to improve job skills or achieve future advancements.

Good Cause Determination

Upon determination that a household member voluntarily quit employment or voluntarily reduced work hours, the county department must determine if good cause exists. In determining whether or not good cause exists, the county department must consider the facts and circumstances, including information submitted by the household member involved as well as information obtained from the employer concerning the circumstances of the quit or reduction of work hours.

Good cause includes, but is not limited to:

Table 1: State E&T Program, Operations and Policy Overview

	<ol style="list-style-type: none">1. Leaving a job that does not meet the criteria for suitable employment listed in <u>Section 705</u>.2. Circumstances beyond the member's control, such as illness, illness of another household member requiring the presence of the member, a household emergency, the unavailability of transportation.3. Discrimination by an employer based on age, sex, race, color, handicap, religious beliefs, national origin or political beliefs.4. Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule.5. Enrollment of at least half-time in any recognized school, training program or institution of higher education that requires the household member to leave employment or reduce work hours.6. Acceptance by any other household member of employment or enrollment at least half-time in any recognized school, training program or institution of higher education in another county or similar political subdivision which requires the household to move and thereby requires the household member to leave employment.7. Lack of adequate child care for children who have reached age six but are under age 12; adequate child care shall be defined as care provided by a licensed daycare center/home, or an individual who is responsible for caring for the child.8. Resignation by persons under the age of 60 which are recognized by the employer as retirement.9. Acceptance of a bona fide offer of employment of more than 30 hours a week or in which the weekly earnings are equivalent to the Federal minimum wage multiplied by 30 hours which, because of circumstances beyond the control of the head of household, either does not materialize or results in employment of less than 30 hours a week or weekly earnings of less than the Federal minimum wage multiplied by 30 hours.10. Leaving a job in connection with patterns of employment in which workers frequently move from
--	--

Table 1: State E&T Program, Operations and Policy Overview

	<p>one employer to another such as migrant farm labor or construction work.</p> <p>There may be some circumstances where households will apply for food assistance benefits between jobs particularly in cases where work may not yet be available at the new job site. Even though employment at the new site has not actually begun, the quitting of the previous employment shall be considered as with good cause if part of the pattern of that type of employment.</p> <p>An employee of the Federal Government, or of a State or local government who participates in a strike against such government, and is dismissed from his or her job because of participation in the strike, shall be considered to have voluntarily quit his or her job without good cause.</p> <p>Verification of Good Cause</p> <p>To the extent that the information given by the household is questionable, county departments shall require verification of the household's statements.</p> <p>The primary responsibility for providing verification rests with the household. If it is difficult or impossible for the household to obtain documentary evidence in a timely manner the county department shall offer assistance to the household to obtain the needed verification. Acceptable sources of verification include but are not limited to:</p> <ol style="list-style-type: none">1. The previous or current employer.2. Employee associations.3. Union representatives.4. Grievance committees and organizations. <p>Whenever documentary evidence cannot be obtained, the county department shall substitute a collateral contact. The county department is responsible for obtaining verification from acceptable collateral contacts provided by the household.</p> <p>Imposing the Disqualification Period</p> <p>When the county department determines that good cause did not exist for the voluntary quit or reduction, the household shall be sent a notice of adverse action to disqualify the</p>
--	--

Table 1: State E&T Program, Operations and Policy Overview

	<p>individual. Disqualification periods will be imposed as follows: For the first violation or failure without good cause, the individual shall be disqualified for one month unless the individual becomes exempt from work registration which ends the disqualification.</p> <p>The second violation or failure without good cause, the individual shall be disqualified for three months unless the individual becomes exempt from work registration which ends the disqualification.</p> <p>For the third and subsequent violation or failure without good cause, the individual shall be disqualified for six months unless the individual becomes exempt for work registration which ends the disqualification.</p> <p>Applicant households containing a member who voluntarily quit or reduced work hours without good cause shall have the appropriate disqualification period applied at the time of application disposition. For participating households, the disqualification action is effective the month following the expiration of the notice of adverse action.</p> <p>The notice of adverse action should advise the household of the following:</p> <ol style="list-style-type: none">1. The reason for the disqualification.2. The minimum period of disqualification.3. If the individual cures the disqualification prior to the effective date of the disqualification, no disqualification is imposed and the occurrence is not counted as a violation. <p>Reestablishing Eligibility</p> <p>The county department shall add a disqualified household member back into the food assistance budget the month following the determination that the disqualification is no longer appropriate or the month following the end of the stated penalty period. The household does not have to be contacted prior to adding the member back into the food assistance household as an eligible member, unless there are questions about that member's continuing eligibility requiring a contact with the household to clear up questionable information.</p>
--	--

Table 1: State E&T Program, Operations and Policy Overview

	<p>If the disqualified individual was the only household member and the case was denied or terminated at disqualification, reapplication is required. A disqualified member shall be removed from the household when it is determined that he is no longer residing with the household.</p>
<p>Participant Reimbursements</p>	<p>Participant reimbursements are addressed on a case by case basis to make sure that they are reasonable, necessary, and directly related to participation in the E&T program. Currently Alabama provides participation reimbursement up to \$200 per month. The amount varies depending on the participants' geographic location. Participants can receive reimbursement for tuition expenses, and training supplies such as clothing, boots, etc. that are reasonable, necessary and directly related to participation in the E&T program for ABAWDs. The reimbursement will be initiated through electronic notification of participant's enrollment and attendance by use of participants name and social security number matched in the computer mainframe system. After the name has been identified as unduplicated, a check is generated and mailed to the participants.</p>
<p>Work Registrant Data</p>	<p>The count of work registrants in Alabama was taken based on a computer system (ERD) that includes work registration coding of "J's" (ABAWDs) and "R's". The ERD PSFSR355-A Work Registration Report gives a new and cumulative count of all SNAP participants who are tracked based on their social security numbers, which ensures an unduplicated count. As of October 1st of a Fiscal Year (FY) there is a "begin month" count of "Js" and "Rs" based on work registration coding. As new work registrants are added throughout the month the system is set to capture an "added month" count. These two, the "begin and add month" counts are added to give total end month count. This count is processed each month throughout the FY. ADoL and any new partners will all receive the same overnight file containing the same "J" work registrants.</p>

Table 1: State E&T Program, Operations and Policy Overview

Outcome Reporting Data Source and Methodology	<p>Upgrades to our current computer system will include capturing participants registration code, county of residence, mailing address, age, sex, nine digit case number, date of birth, high school diploma or GED, speaking English as a second language, hours of participation, whether a voluntary or mandatory participant, a payment file to record reimbursement amount, participation dates, and a description of the types of programs offered. The upgrade will also allow for needed information to be captured and gathered to meet minimal new federal reporting requirements. Reports will be gathered based on the social security numbers of ABAWDs participating in an eligible component. The federal wages and new hire information will be requested, processed, and maintained for each participant identified for E&T tracking based on their social security numbers even if they are no longer associated with an open case. They will remain on IEVS for an additional 2 years.</p> <p>The Employment Service also collects data for each fiscal year and sends a monthly report which is used in conjunction with the State ERD PSFSR355-A report to complete the FNS-583 report quarterly. We will forward the FY 2017 outcome data when complete. Data collection for reporting outcomes will be part of the services provided through contracts as a result of the RFP.</p>
--	---

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

ABAWD and Pledge Information	
Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?	No
Information about the size & needs of ABAWD population	N/A
The counties/areas where pledge services will be offered	N/A
Estimated cost to fulfill pledge	N/A
Description of State agency capacity to serve at-risk ABAWDs	N/A
Management controls in place to meet pledge requirements	N/A
Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	N/A

Part E - Table 2: E&T Component Detail

Non-Education, Non-Work Components							
Component	Description	Geographic Area	Target Audience (e.g., Homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated Monthly cost*	Provider (Contracted, SNAP agency, or both)	Reporting Measure(s) – if > 100 participants
<i>Job Search</i>	Alabama has made a non-work component available for many years for eligible participants. Services include: assisted job search, job search referrals, individual employment plan, job referrals and self-directed job search.	Baldwin, Barbour, Butler, Calhoun, Chambers, Clark, Coffee, Colbert, Cullman, Dallas, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Jefferson, Lee, Madison, Marengo, Marion, Marshall, Mobile, Monroe, Montgomery, Morgan, Pike, Randolph, Russell, Shelby, Saint Clair, Talladega, Tallapoosa, Tuscaloosa, Walker Counties.	ABAWDs	350	\$25,200	Alabama Department of Labor (contracted)	The number of participants hired within 6 months of receiving job search services **Information is gathered from monthly reports from DOL, tracked through AJL and new hire on IEVS
<i>Job Search Training</i>	Alabama has made this non-work component available for many years for eligible participants. Services include: resume assistance and preparation, individual employment plans, labor market assistance and assessment services.	Baldwin, Blount, Butler, Calhoun, Chambers, Clark, Coffee, Colbert, Cullman, Dallas, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Jefferson, Lee, Madison, Marengo, Marion, Marshall, Mobile, Monroe, Montgomery, Morgan, Pike,	ABAWDs	350	\$25,200	Alabama Department of Labor (contracted)	The number of participants hired within 6 months of receiving job search training **Information is gathered from monthly reports from DOL, tracked through AJL and new hire on IEVS

Non-Education, Non-Work Components							
		Randolph, Russell, Shelby, Saint Clair, Talladega, Tallapoosa, Tuscaloosa, Walker Counties.					
<i>Job Retention Services</i>	Alabama has made a non-work component available for many years for eligible participants. Services include: job shops and supportive services	Baldwin, Barbour, Butler, Calhoun, Chambers, Clark, Coffee, Colbert, Cullman, Dallas, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Jefferson, Lee, Madison, Marengo, Marion, Marshall, Mobile, Monroe, Montgomery, Morgan, Pike, Randolph, Russell, Shelby, Saint Clair, Talladega, Tallapoosa, Tuscaloosa, Walker Counties.	ABAWDs	20	\$1,440	Alabama Department of Labor (contracted)	The number of participants referred to supportive services and participate in job shops **Information is gathered from DIR wages, new hire, and AJL
<i>Job Search</i>	Alabama is making this non-work component available through a new partner this year. Services include: self-directed job search, assisted job search, job referrals	Mobile Area	ABAWDs	12	\$1,440	The Bridge Center (contracted)	The number of participants hired within 6 months of receiving job search services **Information is gathered from monthly reports from TBCI and

Non-Education, Non-Work Components							
							tracked through new hire on IEVS
<i>Job Search Training</i>	Alabama is making this non-work component available through a new partner this year. Services include: assessment services, resume assistance and preparation, individual employment plan, soft skills training and employability skills training.	Mobile area	ABAWDs	12	\$1,440	The Bridge Center (contracted)	The number of participants hired within 6 months of receiving job search training **Information is gathered from monthly reports from TBCI and tracked through new hire on IEVS
<i>Job Retention Services</i>	Alabama is making this non-work component available through a new partner this year. Services include: transition support services, case management and follow up services.	Mobile area	ABAWDs	15	\$1,800	The Bridge Center (contracted)	The number of participants referred to supportive services and participate in job shops **Information is gathered from DIR wages and new hire
<i>Job Search Training</i>	Alabama is making this non-work component available through a new partner this year. Services include: assessment services, individual career plan,	Mobile area	ABAWDs	20	\$13,240	Goodwill Easter Seals (contracted)	The number of participants hired within 6 months of receiving job search training

Non-Education, Non-Work Components							
	job readiness training using Smart Work Ethics Curriculum and employability skills training.						**Information is gathered from monthly reports from GES and tracked through new hire on IEVS
<i>Job Retention Services</i>	Alabama is making this non-work component available through a new partner this year. Services include: post training services, support services, case management and follow up services.	Mobile area	ABAWDs	20	\$13,240	Goodwill Easter Seals (contracted)	The number of participants referred to supportive services and participate in job shops **Information is gathered from DIR wages and new hire

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

** Annual outcome data will be reported to FNS according to the interim final rule National Reporting Measures

Education Components (<i>Education expenses must be justified</i>)							
Component	Description & justification	Geographic Area	Target Audience (e.g., Homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider (Contracted, SNAP agency, or both)	Reporting Measure(s) – if > 100 participants

Education Components (<i>Education expenses must be justified</i>)							
Basic Education	Alabama has made this non-work component available for many years for eligible participants. GED assessment and testing are the services provided	Baldwin, Barbour, Butler, Calhoun, Chambers, Clark, Coffee, Colbert, Cullman, Dallas, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Jefferson, Lee, Madison, Marengo, Marion, Marshall, Mobile, Monroe, Montgomery, Morgan, Pike, Randolph, Russell, Shelby, Saint Clair, Talladega, Tallapoosa, Tuscaloosa, Walker Counties. ABAWDs	ABAWDs	10	\$720	Alabama Department of Labor (contracted)	The number of participants who receive a GED**
Vocational Training	Alabama now makes this component available to eligible participants. Participants may be referred to enroll in any WIOA program offered throughout the state.	Chambers, Clark, Coffee, Colbert, Cullman, Dallas, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Jefferson, Lee, Madison, Marengo, Marion, Marshall, Mobile, Monroe, Montgomery, Morgan, Pike, Randolph, Russell, Shelby, Saint Clair, Talladega, Tallapoosa,	ABAWDs	75	\$5,400	Alabama Department of Labor (contracted)	The number of participants that complete a WIOA or other training program**

Education Components (<i>Education expenses must be justified</i>)							
		Tuscaloosa, Walker Counties.					
Basic Education	Alabama has made this non-work component available for many years for eligible participants. GED assessment, testing, and classes are the services provided	Mobile Area	ABAWDs	90	\$8,990	Alabama Community College System Adult Education (contracted)	The number of participants who receive a GED**
Vocational Training	Alabama now makes this component available to eligible participants. Participants may be referred to enroll in any WIOA program offered or other skills training classes offered.	Mobile Area	ABAWDs	85	\$8,091	Alabama Community College System Adult Education (contracted)	The number of participants that complete a WIOA or other training program**
Basic Education	Alabama is making this education component available through a new partner this year. Services included: GED and Adult Education classes.	Mobile Area	ABAWDs	10	\$6,620	Goodwill Easter Seals (contracted)	The number of participants who receive a GED**
Vocational Training	Alabama is making this education component available through a new partner this year. Services include: job skills training like welding, pipe fitting, truck driving, etc.	Mobile Area	ABAWDs	25	\$16,550	Goodwill Easter Seals (contracted)	The number of participants that complete a WIOA or other training program**

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

** Annual outcome data will be reported to FNS according to the interim final rule National Reporting Measures

Part F - Table 3: Estimated Participant Levels

A.	Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	327,661
B.	Total number of planned State option exemptions from E&T Participation:	0
	List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
C.	Percent of all work registrants exempt from E&T (B/A)	100%
D.	Anticipated number of E&T mandatory participants (A-B)	0
E.	Anticipated number of voluntary E&T participants	9,660
F.	Anticipated number of ABAWDs in the State during the Federal FY.	120,001
G.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY.	0
H.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY	0
I.	Number of potential at-risk ABAWDs expected in the State during the Federal FY (F-(G+H))	120,001

Part G - Table 4: Partnerships/Contracts

For each partner/contractor that receives more than 10% of the E&T operating budget, complete

Name of Partner/Contract	Cost	% of E&T Operating Budget
<i>Alabama Department of Labor (ADoL)</i>	\$300,000	28%
<i>Goodwill Easter Seals (GES)</i>	\$99,259	5%
<i>The Bridge Center Inc. (TBCI)</i>	\$60,000	3%
<i>Alabama Community College System Adult Education Program (Adult Ed)</i>	\$235,369	12%

and attach a Contractor Detail Addendum (Part H).

Part H: Contractor Detail Addendum

Partner/Contract Name	Alabama Department of Labor		
Monitoring and communication with contractor (s)	Site visits are conducted in each county career center in accordance with the State's SNAP ME review schedule. An Addendum A to the contract describes in detail the services to be provided.		
Role of Contractor	<p>To provide Job Search services to participating ABAWDs at local Career Centers in 35 counties. The 35 counties are Baldwin, Barbour, Butler, Calhoun, Chambers, Clark, Coffee, Colbert, Cullman, Dallas, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Jefferson, Lee, Madison, Marengo, Marion, Marshall, Mobile, Monroe, Montgomery, Morgan, Pike, Randolph, Russell, Saint Clair, Shelby, Talladega, Tallapoosa, Tuscaloosa, Walker Counties.</p> <p>The centers will offer qualifying activities that allow ABAWDs to maintain eligibility. ABAWDs will be offered enrollment and participation in WIOA programs as well as GED classes. Each of these components will afford ABAWDs an opportunity to maintain their SNAP eligibility while gaining the necessary skills to obtain gainful employment.</p>		
Timeline	Start	10/1/2016	End 9/30/2017
Description of Activities/Services	<p>The services offered under Job Search, and a description of each is as follows:</p> <p>a. Career Center Orientation: Interview or meeting to orient client to Career Center services and provide information about the availability of, access to, and participation in services. May include tour of Resource Room, demonstration of Alabama Job Link (AJL), demonstration of self-assessment software and availability of Labor Market Information.</p> <p>b. Labor market information is important to recipients in the Job Search process, as it provides information about occupational demand, high wage– high demand jobs, education/skills required, wage data, etc. for the state and by geographic region.</p> <p>c. Job Search: Interview to develop a plan for the client's job search. Includes assessment of client's work history, education, interests, supportive service needs, barriers to employment, and eligibility for services. Plan includes steps to achieve employment objective. Information on available jobs can be found on the ADoL Job Link system accessible in the Career Centers.</p> <p>d. Resume Preparation: Client is provided instruction on the content and format of resumes and cover letters and provided assistance in the development of both documents.</p> <p>e. Job Shop: Short seminars to provide clients with information to improve their job-search knowledge and skills. Subjects will include: self-assessment, employment applications, resumes, employment interviews, and job search methods.</p> <p>f. Individual Employment Plan: Interview with client who is determined not-job-ready to develop a plan to improve employability by addressing identified barriers to employment. Planning may include career exploration, education, and training and/or job search activities.</p> <p>g. Case Management: Interview to assist client's in resolving issues related to occupational choice, change or adjustment to include barriers to employment such as lack of educational achievement and/or basic skills proficiency, lacking or erratic employment history, family problems, or other factors precluding full employment</p> <p>h. Referral for Support Services: Referral for services not available from the one-stop partners to include food, shelter, health, transportation, veteran's agencies, and financial counseling and services.</p>		

Partner/Contract Name	Alabama Department of Labor
	The following services will allow ABAWDs to maintain eligibility: a. Referral to Training: Interviewer refers a client to educational or training services to develop competency in basic literacy skills or job skills in order to secure employment. ABAWDs will be referred to various WIOA programs that will provide skills and training needed to secure employment. b. Referral to Educational Services: Participants are referred to educational services designed to develop competency in basic literacy skills which can help them obtain a General Education Diploma (GED).
Funding	This program will be funded using 100% E&T funds.
Evaluation	Alabama Job Link (AJL) online files will be reviewed to verify services that were offered to SNAP participants at the local Career Center offices. We will also use AJL as a second source to verify new hires for participants that receive services, ESL, and educational level. ADoL will securely email a file each month the lists all SNAP participants that received services and also list each service that each participant received that month. The Employment Service collects data for each fiscal year. We will forward the FY 2016 outcome data when complete. Data collection for reporting outcomes will be part of the case management services provided through contracts as a result of RFPs. We will also look at the number of ABAWDs that are referred to the local Career Centers and compare it to the number that are actually hired. This will help to measure the effectiveness of the services that are being offered by our current partner. We will also look at the services received by participants that have new hires on AJL and IEVS to measure what services are more effective and produce more desirable results.

Partner/Contract Name	Goodwill Easter Seals of the Gulf Coast		
Monitoring and communication with contractor (s)	Site visits will be conducted at the site(s) providing services annually. An Addendum A to the contract describes in detail the services to be provided.		
Role of Contractor	To provide the following services to participating ABAWDs in the Mobile area: Job Search Training, Job Retention Services, Basic Education and Vocational Training. This provider will offer qualifying activities that allow ABAWDs to maintain eligibility. ABAWDs will be offered enrollment and participation in WIOA programs, other training programs, as well as GED classes. Each of these components will afford ABAWDs an opportunity to maintain their SNAP eligibility while gaining the necessary skills to obtain gainful employment. Job Search training in conjunction with one of these, will also afford the same opportunity to ABAWDs at risk of losing their eligibility.		
Timeline	Start	12/1/2016	End 9/30/2017
Description of Activities/Services	The services offered under Job Search Training and a description of each is as follows: a. Assessment: A needs assessment is completed for each participant and identifies areas or issues that may impede individual success. The areas assessed are education, literacy level, communication, employment history, job/training –related skills, abilities and interests,		

Partner/Contract Name	Goodwill Easter Seals of the Gulf Coast
	<p>barriers to success and support networks.</p> <p>b. Individual Career Plan: When needs are identified in any area, Case managers will guide the participant in identifying steps needed to address the challenges in an Individual Career Plan. This plan serves as a road map that will drive services and actions during and after the program. Participants are encouraged and taught to use problem-solving skills to identify and access resources to overcome barriers to self-sufficiency.</p> <p>c. Job Readiness Training: Topics included in job readiness training include work behaviors, completing applications, resume writing, communication skills, customer service, self-presentation, interviewing techniques and career development.</p> <p>d. Employability Skills: GES has an on-site computer lab where participants are able to participate in self-led or instructor led computer skills training curriculums and build the computer skills needed for today's workforce. Participants can also participate in sessions on topics such as money management, legal rights, time management, and stress and anger management.</p> <p>e. Job Retention: Participants will receive case management from a case manager to make sure that they are on track and to determine if additional assistance is needed. Follow up services will be provided accordingly. Those who have transitioned to employment will receive check ins from the case manager at a minimum of 30, 60 and 90 days.</p> <p>The following services will allow ABAWDs to maintain eligibility:</p> <p>a. Vocational Training: Industry specific training in high demand occupations like Maritime, Aviation Industry or Healthcare will be provided. External resources utilized include AIDT, Community Colleges and Career Centers.</p> <p>b. Basic Education: Education services are offered on a wide variety of levels for those that are interested in obtaining a GED or those wanting to improve reading and math skills, including those with limited English proficiency. Transition services are provided for those who already possess a high school diploma or GED and are interested in post-secondary education, including training programs.</p>

Partner/Contract Name	The Bridge Center, Inc.			
Monitoring and communication with contractor (s)	Site visits will be conducted at the site(s) providing services annually. An Addendum A to the contract describes in detail the services to be provided.			
Role of Contractor	To provide the Job Search, Job Search Training, and Job Retention services to participating ABAWDs in the Mobile area. This provider will not offer qualifying activities. ABAWDs will be offered services and skills to assist them obtaining sustainable employment.			
Timeline	Start	12/1/2016	End	9/30/2017
Description of Activities/Services	<p>The non-qualifying services offered under Job Search, Job Search Training, and Job Retention Services:</p> <p>a. Job Search: Participants services include self-directed job searches, assisted job searches and job referrals. Participants will learn skills such as internet job search, email creation, and networking for job opportunities. Hiring events will also allow participants to meet with employers in order to secure meaningful employment.</p> <p>b. Job Search Training: An initial assessment will be included for participants and an individual employment plan created that outlines the steps necessary to achieve</p>			

Partner/Contract Name	The Bridge Center, Inc.		
	<p>employment. Specific areas addressed include participant barriers, education and literacy levels, criminal backgrounds, employment history and personal goals. Skills training include employability and soft skills such as resume writing, job readiness, dress for success, mock interviews, and hands on computer training.</p> <p>c. Job Retention Services: Once employment is obtained, follow up is provided for six months to indicate any new barriers and address as needed. Follow up will be conducted on a monthly basis. Re-entry support services will also be provided for those that are transitioning back into the community from incarceration. Support services for this group also include counseling, support groups, mentoring, and referrals to other necessary services.</p>		
Partner/Contract Name	Alabama Community College System Adult Education Program		
Monitoring and communication with contractor (s)	Site visits will be conducted at the site(s) providing services annually. An Addendum A to the contract describes in detail the services to be provided.		
Role of Contractor	To provide the Basic Education and Vocational Training services to participating ABAWDs in the Mobile area. This provider will offer qualifying activities that allow ABAWDs to maintain eligibility. ABAWDs will be offered enrollment and participation in WIOA programs, other training programs, as well as GED classes. Each of these components will afford ABAWDs an opportunity to maintain their SNAP eligibility while gaining the necessary skills to obtain gainful employment.		
Timeline	Start	12/1/2016	End 9/30/2017
Description of Activities/Services	<p>The following qualifying services will allow ABAWDs to maintain eligibility:</p> <p>a. Vocational Training: Assessments completed will determine the most viable options for training for each participant. Training will be administered by Career Pathway partners and/or the Career and Technical programs at Bishop State Community College, Goodwill Easter Seals, or any of the approved training providers and programs listed on the statewide eligible training listing (ETPL). The programs offered are Microsoft Office Certification, Forklift Operation, Childcare Certification, Plumbing, Welding and HVAC. Some programs may be through WIOA.</p> <p>b. Basic Education: Participants may also participate in Adult Education courses aimed at providing them with a GED.</p>		

Part I - Table 5: Operating Budget

	Federal cost	State cost	Total
I. Direct Costs:			
a) Salary/Wages	\$336,719	\$336,719	\$336,719
b) Fringe Benefits* Approved Fringe Benefit Rate Used 21.58% plus Insur.	175,316	175,316	175,316
c) Contractual Costs	536,944	\$157,686	694,630
d) Non-capital Equipment and Supplies	1,000	1,000	1,000
e) Materials			
f) Travel	30,000	30,000	30,000
g) Building/Space			
h) Equipment & Other Capital Expenditures			
Total Direct Costs	\$1,079,979	\$157,686	\$1,237,665
II. Indirect Costs:			
Indirect Costs* Approved Indirect Cost Rate Used: % Uses PACAP	\$185,205	\$185,205	\$185,205
Total Indirect Costs	\$185,205	\$185,205	\$185,205
III. In-kind Contribution			
State in-kind contribution			
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care			
b) Transportation & Other Costs	\$274,180	\$274,180	\$548,360
c) State Agency Cost for Dependent Care Services			
V. Total Costs	\$1,539,364	\$431,866	\$1,971,230

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

Part J - Table 6: Budget Narrative and Justification Table

Item	Narrative
I. Direct Costs:	
a) Salary/Wages	2 Full time employees with \$1,680 longevity pay 1 Supervisor at 10%, Adding 8 New FT employees @\$1,188.20 per payday, 24 pay days a year.
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____%	FICA at 7.65%, Retirement at 13.89, UEC at 0.04%, totals 21.58% and Insurance at \$850 per person per month
c) Contractual Costs	Department of Labor \$300,000; other agreements with Alabama Adult Education, \$235,369; Goodwill Easter Seals, \$99,259; and The Bridge Center \$60,000.
d) Non-capital Equipment and Supplies	Computer \$1,000
e) Materials	
f) Travel	Out of State \$5,000, In-State travel of 8 new employees=\$5000, In-state to 35 counties \$20,000 for two supervisors
g) Building/Space	
h) Equipment & Other Capital Expenditures	
II. Indirect Costs:	DHR is a Public Assistance agency and submits a Cost Allocation plan annually. Indirect costs are determined for this program based on number of days worked by staff and vary each quarter.
III. State In-kind Contribution	
IV. Participant Reimbursements	
a) Dependent Care	
b) Transportation & Other Costs	Participant travel \$274,180 federal and \$274,180 State
c) State Agency Cost for Dependent Care Services	

Part K - Table 7: Summary of Federal Fiscal Year Costs

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
1. 100 Percent Federal E&T Grant:	\$1,193,716	\$1,107,498
2. Share of \$20 Million ABAWD Grant (<u>if applicable</u>)		
3. Additional E&T Administrative Expenditures		
a. 50% Federal		\$157,686
b. 50% State		\$157,686
4. Participant Expenses:		
a. Transportation/Other		
50% Federal	\$174,750	\$274,180
50% State	\$174,750	\$274,180
b. Dependent Care		
50% Federal		
50% State		
5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b)	\$1,543,216	\$1,971,230
6. 100% State Agency Cost for Dependent Care Services		
7. Total Planned Federal FY Costs (Must agree with Part H—Operating Budget		\$1,971,230

***Include immediately preceding Federal FY's final approved budget figures for each spending category**