

### B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Amendment Number	Brief description of changes or purpose for Amendment	Section of Plan Changed	Date submitted to FNS	Date approved by FNS

## C. Acronyms

*State agencies may consider including acronyms for the FOOD ASSISTANCE State agency, FOOD ASSISTANCE E&T program name, State's management information system, and FOOD ASSISTANCE E&T providers or contractors.*

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

ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
FOOD ASSISTANCE	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult Without Dependents
ACARTF	A Cut Above the Rest Training Facility
ACCS	Alabama Community College System
AIDT	Alabama Industrial Development Training
AIM	Aid to Inmate Mothers
ADoL	Alabama Department of Labor
A-RESET	Alabama Resources for Enrichment, Self-Sufficiency, and Employability Training (Alabama's name for SNAP E&T)
BGC	Alabama Alliance of Boys & Girls Club
CBO	Community Based Organization
DHR	(Alabama) Department of Human Resources
DPCV	Daniel Payne College Village Foundation
E&T	Employment and Training
FBO	Faith-Based Organization
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
GSR	Goodwill of the Southern Rivers
HIM	Hope Inspired Ministries
HTCC	Heritage Training and Career Center, Inc.

<b>Acronym</b>	<b>Acronym Definition</b>
IEP	Individual Employment Plan
IEVS	Income and Eligibility Verification System
HORR	Hands on River Region
ME	Management Evaluations
M&E	M&E Consulting Services
MRWTC	Montgomery Regional Workforce Training Center
MSSC	Manufacturing Skills Standards Council
NCCER	National Center for Construction Education and Research
OSHA	Occupational Safety and Health Administration
QWR	Quarterly Wage Record
RTW	Ready to Work
SAFE	Sylacauga Alliance for Family Enhancement/Alabama Network of Family Resource Centers
SNAP	Supplement Nutrition Assistance Program
TANF	Temporary Assistance to Needy Families
TBCI	The Bridge Center, Inc.
TDP	The Dannon Project
USDA	United States Department of Agriculture
UWAL	United Ways of Alabama
WIOA	Workforce Innovation and Opportunity Act

## D. Assurances

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

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<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. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<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. (7 CFR 277.4(d)(2))	<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. (7 CFR 277.4(d) and (e))	<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. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VII. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<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. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<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. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of FOOD ASSISTANCE E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

<b>Check the box to indicate you have read and understand each statement.</b>	<b>Check Box</b>
XI. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	<input checked="" type="checkbox"/>

## E. State E&T Program, Operations, and Policy

### I. Summary of E&T Program

- a) Briefly summarize the State E&T program, including its vision, mission, administrative structure, areas served, and services offered. For county-administered States, in addition to describing the above, include an explanation about how E&T is administered, how the program varies among counties, and what flexibilities counties have in developing their own programs. This should be a succinct overview; please include a more detailed description in the other appropriate plan sections. Please include references to your E&T State policy, such as handbooks or State administrative code, as appropriate.

Alabama's FOOD ASSISTANCE E&T program is called Alabama Resources for Enrichment, Self-Sufficiency, and Employability Training or "A-RESET".

The mission of A-RESET is to provide education and training to voluntary FOOD ASSISTANCE participants to improve their employability and to assist them in their endeavors of becoming self-sufficient. The State will continue to focus services on ABAWDs while also serving non-ABAWD work-eligible FOOD ASSISTANCE recipients who volunteer to participate.

A-RESET is administered by the Alabama Department of Human Resources (DHR). We partner with county DHR offices, other state agencies, educational institutions, community-based organizations (CBOs), and faith-based organizations (FBOs) to operate the program. We currently have an intermediary model where three organizations operate as intermediaries for program operations. DHR contracts with these organizations directly and they in turn contract with smaller organizations to deliver services and operate A-RESET eligible programs.

Alabama's counties are divided into three categories: those with local A-RESET staff, those without local A-RESET staff and those without employment and training (E&T) services.

1. **Counties with local A-RESET staff:** 13 counties have local DHR A-RESET case managers. Participants whose FOOD ASSISTANCE case is open in these counties have access to more A-RESET programs and services. These are generally our more urban counties. Eligibility staff screen clients for appropriateness for A-RESET. Once screened and referred to a local case manager, the local DHR case managers may complete the case management for these participants or case management may be performed by the A-RESET partner. The county A-RESET case manager is responsible for the assessment and completion of the Individualized Employment Plan (IEP). They are also responsible for processing participation hours to issue the semi-monthly participant reimbursement.
2. **Counties without local A-RESET staff:** 27 counties do not have local DHR A-RESET case managers. Eligibility staff screen clients for appropriateness for A-

RESET. Once screened and referred for services, voluntary participants may access services through the Alabama Community College System (ACCS), Sylacauga Alliance for Family Enrichment (SAFE), and the Daniel Payne Foundation. The partners are responsible for assessments and the IEP. Participation hours are provided to the state DHR staff for processing for the participant reimbursement. Additionally, participants may access employment and training opportunities through the 38 Career Centers and satellites that are strategically located throughout the State. These Centers provide a wide range of E&T activities.

3. **Counties without employment and training (E&T) services:** The remaining 27 counties have no available employment and training services.

Alabama increased the number of counties with local A-RESET staff in FFY '21, with a goal of serving more voluntary E&T participants. The counties with local A-RESET staff include:

- Calhoun
- Dallas
- Elmore
- Houston
- Jefferson
- Lee
- Lowndes
- Madison
- Mobile
- Montgomery
- Talladega
- Tuscaloosa
- Wilcox

A standing goal of Alabama is to continue expanding A-RESET to those counties without local A-RESET staff so that we can serve more participants. A goal for FFY '22 is to increase the number of faith-based organizations operating an A-RESET program to better serve participants living in rural counties.

DHR has Food Assistance workers in every county at the local DHR office. These individuals are responsible for not only determining eligibility for FOOD ASSISTANCE but screening each eligible individual to determine whether they are subject to work registration requirements or time-limited benefits.

DHR will continue to partner with employers throughout the State. Through these partnerships, the State may assist employers in developing or hosting job fairs, employer tours, screening for applicants, etc., with the unified goal of securing sustainable employment for A-RESET participants. This process was started in FFY '21 but put on hold due to the coronavirus pandemic.

A-RESET partners will provide some of the following E&T services to FOOD ASSISTANCE clients: supervised job search, work readiness training, vocational training classes and

programs, educational services, including WIOA programs, job retention services to assist in maintaining employment, self-employment training, and services to address some of the barriers that clients face upon entrance into the E&T program, during their participation in the program, after securing employment.

Alabama will not request ABAWD waivers for any counties for FY 2022. At this time, Alabama has no plan for the use of the 15% exemption slots during FY 2022. However, the State will continue to evaluate a justifiable and impartial plan for the future.

- b) Describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of FOOD ASSISTANCE participants to obtain regular employment; and 2) meet State or local workforce needs.

A-RESET is a key component of the Governor's integrated workforce initiative ("Success Plus"). This initiative is designed to add 500,000 highly skilled Alabamans to the State's workforce. We have added information in the Addendum to this State Plan and described on-line at <https://alabamaworks.com/successplus/>

The importance of FOOD ASSISTANCE E&T in the State's workforce development system is critical in two respects:

1. **Financial** – FOOD ASSISTANCE E&T is the only source of "open-ended" Federal funding available to fuel Success Plus. DHR is working with the Governor's Office of Education & Workforce Transformation to leverage FOOD ASSISTANCE E&T funding in the context of other Federal funding streams (e.g., TANF and WIOA).
2. **Human** –Alabama continues to not experience an increase in the number of in-migration of workers. As such, we must look internally for the individuals that can be trained to both fill high-skill jobs and backfill the job vacancies created by other Alabamans moving up. With over 150,000 work-eligible FOOD ASSISTANCE recipients, A-RESET's human contribution to Success Plus will be critical.

A-RESET is well-positioned as a key player in the State's workforce development system. FOOD ASSISTANCE E&T third-party partnerships include, but are not limited to:

- The Bridge Center, Inc. (TBCI)
- ACCS
- Heritage Training and Career Center Inc. (HTCC)
- Workshops, Inc.
- Daniel Payne College Village Foundation (DPCV)
- A Cut Above the Rest Training Facility (ACARTF)
- Goodwill of the Southern Rivers (GSR)
- Alabama Alliance of Boys and Girls Club (BGC)



DHR continues to partner with AIDT to provide high-quality training in various industries throughout the State of Alabama. DHR continues to work with the AIDT site in Mobile County, AIDT Maritime Training Center and hopes to expand, contractually, to different areas throughout the fiscal year. We also work non-contractually with AIDT's location in Montgomery, the Montgomery Regional Workforce Training Center (MRWTC). With this community partnership, participants are referred for CompTIA certifications (ITF+ and A+) which meets the needs of the local, high demand industry.

Alabama has sought to partner with educational providers who offer skills training which will equip clients with skills needed to obtain jobs which are in high demand in the state. These high demand jobs include: Industrial Machinery Mechanics; Machinists; Electricians; Welders, Cutters, Solderers, and Brazers; Bus and Truck Mechanics and Diesel Engine Specialists; Heavy and Tractor-Trailer Truck Drivers; Home Health Aides; Nurses and Nursing Assistants; Brick Masonry; Construction Safety and Heavy Equipment Operators. State partners such as ACCS, ACARTF, DPCV, GSR, SAFE and Workshops offer certifications and credentials in these various fields.

## II. Program Changes

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. In addition, include any changes the State agency is making to the E&T program based on the prior year's performance, taking into account outcomes and participation data.

In FFY '22, DHR plans to continue to grow its program by increasing the number of subcontracted organizations throughout the state. Specifically, we intend to focus on increasing the number of subcontractors that are faith-based organizations. This is particularly important in the rural areas where the faith-based community has a deeper and stronger presence and are providing the types of services eligible under A-RESET.

DHR will also look at adding additional staff to this growing program, particularly, assisting with the Management Evaluation Reviews. With the growing number of partnerships, DHR recognizes the need for close monitoring. Timely monitoring will assist DHR and its partners with ensuring that State, Federal and contractual obligations and regulations are followed.

DHR is also collaborating with the housing authority to develop coordinated services for A-RESET partners requesting services at the Envision Center. These coordinated services will be achieved by working across programs and utilizing a new data match system developed by the information services division at DHR. This data match system will identify which benefits clients are either eligible for or are already receiving and from there case managers will be able to customize services to best assist the client.

DHR will additionally look into expanding into the subsidized side of the Work Based Learning component. This will help those agencies that are operating training programs by reimbursing their expenditures associated with the wages paid to participants.

One of our goals in FFY '22 is to start using outcome data to measure program success. We have been considering what additional measures might be captured to provide a richer picture of the A-RESET program and how A-RESET participants are being served. Due to COVID-19, we may start this work in early FFY '22 and work with our consultant on how to establish a meaningful baseline.

### III. Consultation and Coordination with the Workforce Development System

*State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges.*

**Special State Initiatives:** Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include FOOD ASSISTANCE E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

The State started working on the DAVID Tool in conjunction with the Governor's office in 2020. This tool has been designed to assist case managers in identifying benefits cliffs for consumers receiving government assistance. Individuals receiving governmental assistance can now be advised of when to expect a decrease in their benefits as they begin to obtain credentials and certifications that would allow them to get better jobs. In identifying these cliffs, case managers can assist individuals with adapting to a decrease in government assistance, an increase in income, and identification of other resources to assist them while transitioning.

The State is also serving on the P-20W Council and on the Research Review & Standards Committee of the P-20W Council. This provides A-RESET to have input on the drive to integrate Alabama's early childhood, elementary, secondary, postsecondary and public workforce systems to ensure that all Alabamian's can access training which leads to self-sufficiency. The furthers the Governor's plan to ensure that there is "no wrong door" approach to providing services throughout the State.

**Consultation:** Describe how the State agency consulted with the State workforce development board or private employers or employer organizations in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, it must document this consultation and explain the determination that doing so was more effective or efficient.

In the quarterly meetings DHR and the State Workforce Development Board discuss the design of the A-RESET program and how it fits within the overall workforce system. Feedback from the Board has informed how DHR coordinates with local Career Centers and WIOA funded programs. Meeting participants discussed how DHR can use the Alabama Terminal on Linking and Analyzing Statistics (ATLAS) on Career Pathways, a workforce development database that integrates education and workforce and will provide the data needed to identify in-demand careers and credentials, to access WIOA programs and the larger workforce systems.

A-RESET continues to work with ACCS and the Alabama Career Centers, which provide access to many of the training programs that are pivotal in providing the credentials included in ATLAS. We continue to look for and encourage agencies and community partners to provide the vital skills promoted by the State Workforce Board to guarantee A-RESET is moving in the right direction.

**Coordination with title I of WIOA:** Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

The A-RESET program strives to connect participants with any available resource that will help them to meet the employment and training goals. WIOA title I programs can greatly enhance the services provided by A-RESET. As a part of the screening process, A-RESET case managers evaluate participants' needs and identify appropriate resources. Participants who are eligible for Title I programs and in need of WIOA services are referred to their local Career Center. As needed, A-RESET case managers will work with Career Center staff to coordinate services. To make the referral process easier, Alabama is in the process of gaining access to AlabamaWorks!, which will allow A-RESET staff to make direct electronic referrals.

In order to successfully coordinate with title I programs under WIOA, A-RESET staff need to have a good understanding of available WIOA programs and services. Working towards the Governor's Success Plus plan to hire 500,000 credentialed workers by 2025, A-RESET staff have taken part in the AlabamaWorks! Capstone modules. These modules were developed by the Alabama workforce system to ensure that those involved in workforce development are equipped to share information about the various workforce programs throughout the State. Assessments are administered and upon receiving a passing score, the Alabama Talent

Developer Credential is given with a certification. This initiative involves multiple State agencies including the Alabama Workforce, Department of Education, Vocational & Rehabilitation Services, Department of Human Resources (FOOD ASSISTANCE, TANF, JOBS, SNAP E&T), Alabama Career Center System, and WIOA Adult, Youth, and Dislocated Workers Program, to name a few. These courses educate individuals on the various state workforce programs and how they all work together to meet our goal of 500,000 by 2025. Included in this initiative is the DAVID Tool and the P-20W Council.

**WIOA Combined Plan:** Is FOOD ASSISTANCE E&T included as a partner in the State's WIOA Combined Plan?

Yes

No

**TANF/GA Coordination:** Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

Alabama continues to pilot the Continuum Project, which is coordinated between FOOD ASSISTANCE and TANF. TANF is administered by the Family Assistance Partnership. The purpose of this project is to serve clients in the A-RESET program that were previously receiving TANF. They are provided with educational, training, and supportive services from community partners through the FOOD ASSISTANCE E&T Program.

**Other Employment Programs:** Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

DHR is committed to coordinating A-RESET with other Federal or State employment programs to better serve program participants. DHR is working with FNS and the Administration for Children and Families (ACF) on a partnership to coordinate services for residents of the Housing Authority of Birmingham. DHR and the Campus of Hope, a HUD funded program that provides employment services, are developing a program where Campus of Hope participants who are eligible for A-RESET will be referred to DHR so they can access A-RESET programs and resources. Campus of Hope case manager will assess each participant and coordinate services to assist participants in taking advantage of all available supports.

#### IV. Consultation with Indian Tribal Organizations (ITOs)

*State agencies are required to consult with Tribes about the FOOD ASSISTANCE State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.*

a) Did the State agency consult with ITOs in the State?

Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*

Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

b) Name the ITOs consulted.

The Poarch Band of Creek Indians

c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

A letter was mailed on June 1, 2021, addressed to the Tribal Chair. Included with the letter was information on the A-RESET program and the services that it offers. The State requested contact from the Tribal Chair to discuss the program. There was no response from the ITO. Additional contact will be made, as available, to discuss the A-RESET program and what assistance it may offer. This contact will occur between October and December 2021.

d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services for ITO members who are residents of reservations, either on or off the reservation?

Yes

No

## V. Utilization of State Options

*State agencies have the flexibility to implement policy options in order to adapt and meet the unique needs of State populations. Check which options the State agency will implement.*

- a) The State agency operates the following type of E&T program:
- Mandatory per 7 CFR 273.7(e).
  - Voluntary per 7 CFR 273.7(e)(5)(i).
  - Combination of mandatory and voluntary.
- b) The State agency serves the following populations (*check all that apply*):
- Applicants per 7 CFR 273.7(e)(2).
  - Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7).
  - Categorically eligible households per 7 CFR 273.2(j).
- c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?
- Yes
  - No

## VI. Organizational Relationships

*State agencies are required to include information on the organizational relationship between the units responsible for certification and the unit operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.*

Provide an overview of the intra-agency and inter-agency coordination within the FOOD ASSISTANCE E&T program, explaining the processes that link certification functions to the operation of the E&T program both within the State agency and external to the State agency.

DHR oversees both the Eligibility Workers and the A-RESET case managers. Therefore, there is increased potential for coordination between the two groups of staff.

SNAP Eligibility Workers (Certification staff)

Eligibility Workers are responsible for screening SNAP recipients for work exemptions and for appropriateness of referral into A-RESET. As A-RESET is voluntary, Eligibility Workers discuss

the program with every recipient at both application and recertification to inquire about their interest in participating. If interested, Eligibility Workers will identify the appropriate component to the extent that one is offered and available by a provider that fits the recipient's interests. If there is, that recipient is a good fit for A-RESET. The Eligibility Worker will set the work registration code upon case approval and create the referral to the A-RESET case manager. This may be done either in-person through a warm hand-off or through a written communication.

Eligibility Workers are also responsible for reviewing any Requests for Referrals that are received during the certification period. These are provided by the A-RESET Case Manager or the State DHR A-RESET staff. The Eligibility Worker will generate an updated work registration code and complete the referral. Requests for Referrals are considered to be screened into A-RESET because the recipient is already participating in a qualifying program, thereby satisfying the appropriateness and availability requirements.

#### **A-RESET Case Managers (E&T Staff)**

A-RESET case managers are responsible for reviewing and processing all incoming referrals. This includes setting up a meeting with the recipient to complete an orientation, the assessment, and the Individualized Employment Plan. After the meeting, the case manager will refer the participant to the appropriate A-RESET partner. This is based on the participant's goals, barriers, skills, and interests. Additionally, the A-RESET case manager checks two state reports, which provide direct referrals made to the Career Centers. These reports are checked daily.

Case managers are also responsible for verifying participation hours during the month and processing participant reimbursements (those which are paid by DHR). Case managers maintain a case file for the participant and keep this updated, as appropriate. Case managers provide support to A-RESET partners, including answering questions and providing technical assistance.

Case managers receive Requests for Referrals from A-RESET partners and review determinations of appropriateness set by Eligibility Workers. Case managers review the work registration codes set by Eligibility staff to see if an individual is appropriate for A-RESET participation.

Describe the hand-off of FOOD ASSISTANCE applicants and/or recipients between eligibility staff and E&T program staff.

Individuals may be directly walked to meet with an A-RESET case manager or a written referral is provided. The former generally occurs when the client had an expedited interview.

For individuals who appear on the state-level reports, the Case Manager will mail out an invitational letter. This letter explains what the A-RESET program is and list some of the services available through the program and invites clients to participate in the program.

If the State agency partners with intermediaries or E&T providers:

- Provide an overview of how communication occurs between the State agency and its partners, as well as between partners. Please include the mode of communications (shared database, etc.) and the types of information that is shared (e.g. referrals, noncompliance with program requirements, provider determinations, etc.).

Direct referrals are provided by the county A-RESET case managers via email.

For activity tracking, partners provide information either to the county A-RESET case managers or to state DHR staff, depending on if the client lives in a county with local A-RESET case managers. Information is provided electronically via email or paper. Information is then updated into the portal by either state or county A-RESET staff. DHR is working on changes to the A-RESET portal, which will allow partners to enter information themselves, rather than routing it to someone else to enter. This information is provided by subcontractors directly to the appropriate county or state staff. Information back to the partner, such as participant eligibility for FOOD ASSISTANCE, is sent securely back to the partner.

Financial information is provided from sub-contractors to intermediaries, who combine the information and route electronically to the state DHR staff. Questions from state DHR staff are emailed to the intermediary.

- Describe how new policies, procedures, or other information is shared with the intermediary or other partners.

DHR conducts monthly meetings for both A-RESET partners and case managers. This venue is used to go over new policies, procedures, discuss best practices, and receive feedback on program operations. DHR additionally provides technical assistance and training, as needed.

- Describe below how the State agency monitors partners. Include the State agency's plan for monitoring E&T program and fiscal operations.



DHR completes a financial and programmatic monitoring review of intermediaries every two years. During the review, DHR conducts staff interviews, case reviews and financial reviews. DHR utilizes an excel workbook to document these reviews and to ensure intermediaries follow state and federal regulations.

- o Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of FOOD ASSISTANCE households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

DHR collects the mandatory outcomes tracking required by FNS. We are in the process of establishing more robust outcome measurements that will allow us to better assess both the quantity and quality of the services being provided.

## VII. Screening for Work Registration

*State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).*

Describe how the State agency screens applicants to determine if they are work registrants.

Eligibility Food Assistance 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. The EW will use a list to determine any exemptions to the work requirement based on federal regulation code 7CFR.273.7. Based on this screening, a work registration code is assigned for each individual in a FOOD ASSISTANCE case. Once a work registration code is assigned, A-RESET case managers use this coding to determine whether a FOOD ASSISTANCE recipient is eligible to participate in A-RESET.

## VIII. Screening for Referral to E&T

*The State agency must screen each work registrant to determine if it is appropriate to refer them to the E&T program and, if appropriate, refer them to an E&T component and case management, per 7 CFR 273.7 (c)(2).*

- a) At what point is an individual screened for referral to E&T? *Select all that apply.*

Application

Approval

Recertification

Other: Click or tap here to enter text.

b) Which individuals are screened for referral to E&T? *Select all that apply.*

FOOD ASSISTANCE applicants

FOOD ASSISTANCE participants

Work registrants (including ABAWDs)

ABAWDs

Other: Click or tap here to enter text.

c) If there is a target population for referral to E&T, select the population below? *Select all that apply. Note that this question is not asking about exemptions from mandatory E&T. Exemptions from Mandatory E&T must be provided in Section H – Estimated Participation Levels.*

ABAWDs

Homeless

Veterans

Students

Single parents

Returning citizens (aka: ex-offenders)

Underemployed

Those that reside in rural areas

Other: Housing authority participants

d) Who does the screening on behalf of the State agency?

State eligibility merit staff

County eligibility merit staff

e) How are people screened for E&T? *Select all that apply.*

- Orally via a script
- Orally without a script
- Written screening tool
- Other: Click or tap here to enter text.

f) How does the State agency's screening process and screening criteria ensure the appropriateness of referrals to E&T? For example, how are the State agency's screening process and criteria geared to ensure only individuals appropriate for the State's E&T program are referred to E&T? (Note: this question applies to both voluntary and mandatory E&T programs.)

State will begin evaluating screening for referral to E&T process and will be able to implement those procedures during FY 22.

g) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

Participants are informed about participant reimbursements during the orientation with the A-RESET case manager. They are also informed about participant reimbursements by the specific A-RESET partner with whom they are working. Since reimbursements vary from partner to partner, Eligibility Workers will only provide a general statement that participant reimbursements are available and to ask both the A-RESET case manager and the A-RESET partner.

## IX. Referral

*In accordance with 7 CFR 273.7(c)(2), a FOOD ASSISTANCE applicant or recipient becomes an E&T participant when they are referred to E&T.*

a) Describe the State agency's referral process step-by-step.

Referral from Eligibility Worker:

1. Eligibility Worker determines if recipient is subject to the work requirements or not.

2. Eligibility Worker screens recipient to determine appropriateness and availability of referral into A-RESET.
3. Eligibility Workers will try to obtain the Consent Form that acknowledges their volunteering to participate.
4. An individual must be approved for Food Assistance benefits by Eligibility Staff. At approval, the Eligibility Staff assigns a work registration code to each individual included in the Food Assistance case.
5. If a Food Assistance recipient volunteers for A-RESET through the Eligibility Staff, the Eligibility Staff will try to obtain the Consent Form that acknowledges their volunteering to participate.
6. The Eligibility Staff will provide a written referral to the A-RESET case manager if the client is not in the office. If the client is in the office, the Eligibility Staff may walk the client to the A-RESET case manager.
7. The A-RESET case manager will schedule the client for an appointment if they are not able to meet with them at the time that they are in the office.
8. The A-RESET case manager will verify that the work registration code is one that allows for participation in A-RESET.
9. The A-RESET case manager will complete an assessment and Individualized Employment Plan (IEP) with the participant. This will be used to determine the appropriate program(s).
10. The A-RESET case manager will refer the participant to the appropriate A-RESET partner via email or fax.

**Requests for Referral from A-RESET Partner:**

1. A participant contacts the partner to see if they are eligible to participate in A-RESET.
2. The partner forwards the participants name and date of birth to the DHR A-RESET staff, who are either 50/50 or 100 percent funded, to verify if the participant is appropriate for services based on determination made by Eligibility Staff.
3. If they are not receiving Food Assistance, DHR will notify the partner to inform the client to apply.
4. If they are receiving SNAP, DHR will notify the partner. The partner will complete the Request for Referral form, which will be submitted to the county A-RESET Case Manager. If the client lives in a county that doesn't have A-RESET Case Managers, then the form will be submitted to the State DHR staff.
5. A-RESET case managers will forward the form to an Eligibility Worker. The Request for Referral form satisfies the assessment for appropriateness and availability as the client has indicated that they are interested in participating and there is room in the program.
6. The Eligibility Worker will complete the written referral to A-RESET and provide to the A-RESET case manager.
7. Either the A-RESET partner or the Eligibility Worker will obtain the Consent Form.
8. The A-RESET partner will either complete the assessment/IEP or refer to the county DHR office to complete.

**Referrals from state reports**

1. Individuals who appear on the two state-wide reports, which is determined by the work registration code determination made by Eligibility staff, are sent an informational letter that describes the A-RESET program by the A-RESET case manager. These reports are assigned based on work registration code determined by Eligibility Staff.
2. If the individual reaches out to the case manager, an appointment will be scheduled.
3. The A-RESET case manager will verify that the work registration code is one that allows for participation in A-RESET.
4. The A-RESET case manager will complete an assessment and Individualized Employment Plan (IEP) with the participant. This will be used to determine the appropriate program(s).
5. The A-RESET case manager will refer the participant to the appropriate A-RESET partner via email or fax.

- b) How is the referral communicated to participants and what information about E&T are E&T participants given when they are referred? (e.g. information about accessing E&T services, case management, dates, contact information)?

Eligibility staff provide households a flyer during certification and recertifications which informs on the appropriate and availability of services provided in A-RESET to the extent that slots are available with partners. A-RESET case managers also have brochures readily available for participants. Contracted partners have also created flyers and brochures that have been approved by State DHR, to inform participants of reimbursements.

- c) What type of services are E&T participants referred to (i.e. orientation, case management, a component)?

E&T participants are referred by Eligibility staff to an orientation. This orientation includes an assessment and IEP, which then determines the correct next steps. During this orientation, case managers also provide more details about the various services provided by partners. After the assessment and IEP are completed, participants are typically sent to a partner for enrollment into a component program. Case management is available to all participants and may be provided by DHR or partners.

- d) How is information about the referral communicated within the State agency and to E&T providers, as applicable?

Referrals are sent between Eligibility Workers and the A-RESET case managers either electronically or through a physical hand-off. Notes are captured in the FOOD ASSISTANCE system to indicate that the person was referred. Referrals are sent via email from the A-RESET case manager to the provider. Notes by the case manager indicating to which partner the person was referred are maintained in the A-RESET portal.

- e) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available? (*Note: information about participant reimbursements may also be shared when an individual is screened for referral to E&T*).

Participants are informed about participant reimbursements both by county A-RESET case managers and partners at orientation. Eligibility Staff also inform clients of participation reimbursements during certification and recertification.

- f) How does the State agency's referral process ensure that individuals are referred to an appropriate and available component? Describe the process for direct and reverse referrals, as applicable.

Case managers utilize the assessment and Individualized Employment Plan to decide which programs are best suited for the participant. Case managers are aware of the different programs that are operating in their county and often have relationships with the partner staff. These combined ensure that the case managers are making appropriate referrals into available components.

- g) Other information about the referral process.

The Consent Form, which is used for the participant to acknowledge their volunteering to participate may be collected by the Eligibility Worker, the Case Manager, or a partner agency.

## **X. Assessment**

*As a best practice, FOOD ASSISTANCE participants should be assessed to ensure they receive targeted E&T services.*

Describe the processes in the State, if any, to provide E&T participants with an assessment. Include, as applicable:

- a) Who conducts the assessment?

The DHR case manager or the A-RESET partner.

b) When are participants assessed?

Participants are assessed upon initial referral into A-RESET by the case manager. Assessments may be conducted by the partner upon enrollment into the program or upon a reverse referral to the county DHR office.

Participants may also be reassessed if there is a break in services, if the participant has been enrolled in supervised job search for 90 days without securing employment, or if the participant is not successfully performing in their assigned component.

c) How are assessments conducted (e.g. electronically on a computer, orally with a staff person, paper questionnaire, etc.)?

A copy of the assessment form is shared with the A-RESET partner. A copy is saved in the case file and upload to the electronic system, which is available to the state office. A paper assessment is completed by the case manager with the assistance and input of the participant.

d) How is information from assessments communicated or shared within the FOOD ASSISTANCE agency, with E&T providers, and the participant, as appropriate?

When assessments are completed, they are shared amongst the provider providing the service and the county DHR office. Whoever sends the referral, completes the assessment, if not already on file, and sends to the other party.

## XI. Case Management Services

*The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.*

a) What types of case management services will the State agency provide? *Check all that apply.*

Comprehensive intake assessments

- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Click or tap here to enter text.

b) Describe how participants will be referred to case management services and how participants' cases will be managed.

Case management is not a separate service which needs a referral. Participants are referred to a DHR A-RESET case manager for the assessment and they are then either kept for case management or their case management will be included with their participation through an A-RESET partner. All participant cases are monitored by the partners and/or DHR A-RESET staff. Participants are screened through submission of their IEP assessment and signed consent form. Once the IEP and assessment have been completed, either DHR A-RESET staff or an A-RESET partner conducts follow-up with each client. Follow-ups can be either weekly, bi-weekly, or at least monthly, depending on the need of each individual client. The management of cases are detailed by what component is being provided, the number of participants, hours of participation per component, addressing barriers and goals for each participant, successful completion of a component, and how the program has benefited the participant. Records of case management are kept through hard copies and/or digitally.

c) What entity (or entities) will be responsible for providing case management services?

As case management is a regular activity, contracted partners as well as A-RESET DHR case managers are responsible for providing case management. It is also their responsibility to make necessary adjustments to the participants case as deemed necessary.

d) Describe how the case manager will coordinate with E&T providers and other community resources.

The A-RESET portal is a case management system designed to track a participants' activity(s) along the way. The information is also tracked on a manual tracking form. The information tracked includes the provider, the components in which the participant is participating, the hours the participant has spent working in each component and the dates participation started and ended. The form is submitted to DHR A-RESET case managers as received from each partner to track participants data. Cases notes are kept in the A-RESET portal for pertinent information regarding the case.



- e) Describe how E&T participants will receive targeted case management services through an efficient administrative process.

DHR has developed processes to efficiently provide case management services to all A-RESET participants. When a FOOD ASSISTANCE participant expresses interest in A-RESET, they are referred to DHR A-RESET case manager. If the participant is receiving services through a DHR program, such as supervised job search, that DHR A-RESET case manager will continue to provide services through the entirety of the time in the component. If the participant will be working with a third-party provider, either referred directly by DHR or in a reverse referral, the A-RESET partner will provide targeted case management. DHR has developed an efficient administrative process which minimizes handoffs, reduces the number of agencies a participant has to work with, and centralizes services with one agency as much as possible.

## **XII. Conciliation Process (if applicable)**

*In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.*

- a) Does the State agency offer a conciliation process?

Yes. (Complete the remainder of this section.)

No (Skip to the next section.)

- b) Describe the conciliation process and include a reference to State agency policy or directives.

- c) What is the length of the conciliation period?

## **XIII. Disqualification Policy for General Work Requirements**

*This section must be completed even if the State agency operates a voluntary E&T program, as all work registrants are subject to FOOD ASSISTANCE work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with FOOD ASSISTANCE work requirements will be disqualified*

*and subject to State disqualification periods. Noncompliance with FOOD ASSISTANCE work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with FOOD ASSISTANCE E&T (if assigned by the State agency).*

a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1):

30 day

60 days

Other: Click or tap here to enter text.

b) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:

Date the individual complies, as determined by the State agency

1 month

Up to 3 months

c) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

Date the individual complies, as determined by the State agency

3 months

Up to 6 months

d) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

Date the individual complies, as determined by the State agency

6 months

A date determined by the State agency

Permanently

e) The State agency will disqualify the:

Ineligible individual only

Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

#### XIV. Participant Reimbursements

*In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.*

#### Estimates of Participant Reimbursements

A) Estimated number of E&T participants to receive participant reimbursements. <i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Section H – Estimated Participant Levels, and the number of mandatory E&amp;T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i>	1300
B) Estimated budget for E&T participant reimbursements in upcoming FY.	\$787,500
C) Estimated amount of participant reimbursements per E&T participant per month. [(Row B/Row A)/12]	\$50

#### Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered by the State agency. A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include child-care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** Indicate any caps on the amount the State agency will provide for the participant reimbursement.

- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or *as a reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Transportation & clothing	\$100 monthly	State	In advance & estimated amount
Transportation, if needs exceed	No cap	Partner	Provider either reimburses or pays in advance the actual amount.
Clothing, if needs exceed	No cap	Partner	Provider either reimburses or pays in advance the actual amount.
Tools	No cap	Partner	Provider either reimburses or pays in advance the actual amount.
Certifications, test fees, license fees	No cap	Partner	Provider either reimburses or pays in advance the actual amount.

If providing dependent care, specify payment rates for child-care reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

The State will make referrals to the State childcare resource program, Family Guidance, for childcare services. We will also refer them to other available resources for childcare throughout the State, including the Boys & Girls Club.

**XV. Work Registrant Data**

*The FOOD ASSISTANCE general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.*

- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1).

As of October 1<sup>st</sup> of a Fiscal Year (FY) there is a “begin month” count of work registrants 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 fiscal year.

- b) Describe measures taken to prevent duplicate counting.

The count of work registrants in Alabama was taken based on a computer system (ERD) that includes work registration coding of all FOOD ASSISTANCE participants based on their social security number. The ERD Work Registration Report gives a new and cumulative count of all FOOD ASSISTANCE participants who are tracked based on their social security numbers, which ensures an unduplicated count.

**XVI. Outcome Reporting Measures**

**National Reporting Measures**

Check the data source used for the national reporting measures. Check all that apply.

Source	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Source	Employment & Earnings Measures	Completion of Education of Training
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with FOOD ASSISTANCE E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

- a) If a State MIS is used, please indicate the system (e.g., FOOD ASSISTANCE eligibility system, State's Department of Labor MIS).

FOOD ASSISTANCE E&T MIS, AL Department of Labor MIS

- b) If a manual follow-up with FOOD ASSISTANCE E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

- c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency's plan to move toward using QWR including a timeline for completion.

N/A

- d) Check all data sources used for the state-specific component measures.

Quarterly Wage Records (QWR)

National Directory of New Hires (NDNH)

State Management Information System. *Indicate the MIS used below.*

Manual follow-up with FOOD ASSISTANCE E&T Participants. *Answer follow-up question below.*

Follow-up Surveys. *Answer follow-up question below.*

e) If a State MIS is used, please indicate the system (e.g., FOOD ASSISTANCE eligibility system, State’s Department of Labor MIS).

State Department of Labor MIS, FOOD ASSISTANCE E&T MIS

f) If a manual follow-up with FOOD ASSISTANCE E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

**Component Outcome Measures**

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data.

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<i>Example:</i> <i>Supervised Job Search</i>	<i>Example: Number of people who obtain after completion of component.</i>	<i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2021</i>  <i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i>
<b>Supervised Job Search</b>	The number and percentage of participants who obtain employment after participating in supervised job search during the reporting period.	Numerator will include the number of participants that have wages after participating in supervised job search during the period of 10/1/2021 to 9/30/2022.  Denominator will include the total number of participants that participated in supervised job search during the period of 10/1/2021 to 9/30/2022.
<b>Job Retention</b>	The number and percentage of participants that have wages after participating in job retention in during the reporting period.	Numerator will include the number of job retention participants who complete their job retention program (between 30 to 90 days, depending on the program) with wages during the period of 10/1/2021 to 9/30/2022.  Denominator will include the total number of participants who have completed their job



Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		retention program during the period of 10/1/2021 to 9/30/2022.
<b>Work Readiness Training</b>	The number and percentage of work readiness training participants that become employed during the reporting period.	<p>Numerator will include the number of work readiness training participants that obtain employment during the period of 10/1/2021 to 9/30/2022.</p> <p>Denominator will include the number total of participants in work readiness training during the period of 10/1/2021 to 9/30/2022.</p>
<b>Adult/Basic Education</b>	The number and percentage of participants in adult/basic Education who receive a GED or high school equivalency (HSE) during the reporting period.	<p>Numerator will include the number of participants in adult/basic education that obtained a HSE or GED during the period of 10/1/2021 to 9/30/2022.</p> <p>Denominator will include the total number of adult/basic education participants during the period of 10/1/2021 to 9/30/2022.</p>
<b>Vocational Training</b>	The number and percentage of participants that participate in vocational training and obtain a recognized credential and/or employment during the reporting period.	<p>Numerator will include the number of vocational training participants that obtain a recognized credential and/or employment during the period of 10/1/2021 to 9/30/2022.</p> <p>Denominator will include the total number of vocational</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		training participants during the period of 10/1/2021 to 9/30/2022.
<b>On the Job Training</b>	The number and percentage of participants that participate in on-the-job training and the number of participants that become employed during the reporting period.	<p>Numerator will include the number of on-the-job training participants that become employed during the period of 10/1/2021 to 9/30/2022.</p> <p>Denominator will include the total number of on-the-job training participants during the period of 10/1/2021 to 9/30/2022.</p>
<b>Work Based Learning (Other)</b>	The number and percentage of participants that participate in Work-Based Learning and the number that become employed during the reporting period.	<p>Numerator will include the number of work-based learning (other) participants that become employed during the period of 10/1/2021 to 9/30/2022.</p> <p>Denominator will include the total number of work-based learning (other) participants during the period of 10/1/2021 to 9/30/2022.</p>

## F. Pledge to Serve All At-Risk ABAWDs (if applicable)

*The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.*

*To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and*

not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as "at-risk" ABAWDs.

a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

#### Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 <sup>st</sup> to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

b) Where will the State agency offer qualifying activities?

Statewide

Limited areas of the State. (Complete questions c and d below.)

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

ABAWD waiver for parts of the State

- Will use discretionary exemptions
- Other: Click or tap here to enter text.

**d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.**

**e) How does the State agency identify at-risk ABAWDs? At-risk ABAWDs are individuals in their third month of eligibility who are not otherwise exempt.**

**f) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.**

**g) What services and activities will be provided through FOOD ASSISTANCE E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.**

**h) What services and activities will be provided outside of FOOD ASSISTANCE E&T? (List the services and activities.)**

**i) To pledge, State agencies must have capacity to offer a qualifying component to every at-risk ABAWD for every month they are at-risk. What is the State agency's plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps**

has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

--

#### Information about the size of the ABAWD population

Question	Number
A) How many ABAWDs did you serve in E&T in the previous FY?	
B) How many FOOD ASSISTANCE recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once.	
C) How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once.	
D) Number of at-risk ABAWDs averaged monthly? This should be annual total from line (C) divided by 12.	

#### Available Qualifying Components

	Expected average monthly slots available to at-risk ABAWDs: <i>(Should align with projected participation in Section G: Component Detail)</i>	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
Workfare programs (outside of SNAP E&T)			
WIOA title I programs (outside of SNAP E&T)			

	<b>Expected average monthly slots available to at-risk ABAWDs:</b> <i>(Should align with projected participation in Section G: Component Detail)</i>	<b>Expected average monthly slots offered to at-risk ABAWDs</b>	<b>Expected monthly at-risk ABAWD participation for plan year</b>
A program under section 236 of the Trade Act of 1974 (outside of SNAP E&T)			
Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor (outside of SNAP E&T)			
Workforce Partnerships in accordance with 7 CFR 273.7(n)			
Total slots across all qualifying activities			

**Estimated cost to fulfill the pledge**

	<b>Value</b>
A) What is the projected total cost to fulfill the pledge?	
B) Of the total in (A), what is the total projected administrative costs?	

C) Of the total in (A), what is the total projected costs for participant reimbursements?	

j) Explain the methodology used to determine the total cost to fulfill the pledge.

k) If the cost to fulfill the pledge exceeds the level of pledge funds received, how will the State agency ensure it commits sufficient funds to fulfill the obligation of the pledge? Include the level of funding the State agency is committing to fulfill the pledge above and beyond the Federal FOOD ASSISTANCE E&T 100 percent funds and pledge funds. Provide the share of these extra funds that will be covered by 50/50 funds and other State funds.

### G. Component Detail

*The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.*

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

### XVII. Non-Education, Non-Work Components

Supervised Job Search (SJS)	Answer the question in the space below
Summary of the State guidelines implementing supervised job search. This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job	The Supervised Job Search (SJS) component is focused on helping participants secure employment. This can include a variety of activities, such as help completing applications, creating/updating resumes, providing job referrals, and any other activities that support a participant to become employed. Participants may complete job search activities with guidance from a case

<b>Supervised Job Search (SJS)</b>	<b>Answer the question in the space below</b>
<p>search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.</p>	<p>manager, with one-on-one assistance, or in a group setting.</p> <p>SJS can only be performed by a state-approved provider, which are currently limited to:</p> <ol style="list-style-type: none"> <li>1. County DHR A-RESET</li> <li>2. Intermediary partner</li> <li>3. Sub-contracted partner</li> </ol> <p>For intermediaries and sub-contracted partners, the state ensures that locations are appropriate through reviewing the statement of work. Supervised job search may be completed in person or virtually.</p>
<p><b>Direct link.</b> Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS have the skills to be successful in SJS and how the SJS program is tailored to employment opportunities in the community).</p>	<p>In the screening process, DHR A-RESET case managers evaluate whether a participant is capable and willing to work. Any participant who does not have the necessary skills can be referred to a basic skills program. SJS is provided by either DHR A-RESET case managers or community-based agencies, who are embedded in the community and maintain awareness of the local job market and in-demand employment sectors. They develop strong relationships with local employers to create direct connections to employment opportunities and understand workforce needs. Participants are contacted within the first 30 days to follow up on their job search and to determine if they are truly work ready. If not, participants are then placed in an appropriate component.</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>A-RESET participants that determined to be work ready are eligible for SJS, such as, those that have a work history or a skill(s) appropriate for work.</p>
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	<p>Alabama does not have requirements for participating in SJS. Any participant whose assessment demonstrates the willingness and capability to work may participate.</p>
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties,</p>	<p>SJS will be available in all A-RESET counties, including: Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, and Wilcox.</p>



<b>Supervised Job Search (SJS)</b>	<b>Answer the question in the space below</b>
localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.)	SAFE additionally serves: Autauga, Chambers, Clay, Coffee, Coosa, Dale, Elmore, Escambia, Henry, Houston, Marshall, Morgan, Perry, Russell, Talladega, and Walker.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Family Counseling Center, M&E Consulting, SAFE, The Bridge Center, Inc., The Dannon Project, UWAL, Workshops, Inc.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	2,580
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$985,791

<b>Job Retention (JR)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.	Job Retention (JR) services will be offered to participants that have gained employment after participating in any A-RESET component. All A-RESET programs will offer services for a minimum of 30 days up to a maximum of 90 days.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	The target population for JR is all work registrants.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Any participant who obtained a job through participation in another A-RESET component is eligible for job retention if the services are available.

<b>Job Retention (JR)</b>	<b>Answer the question in the space below</b>
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	JR will be available in all A-RESET counties, including: Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Butler, Chambers, Clarke, Coffee, Colbert, Conecuh, Cullman, Dale, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Marengo, Marion, Marshall, Monroe, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	SAFE, The Bridge Center, Inc., The Dannon Project, UWAL, Workshops, Daniel Payne, Family Counseling Center, GSR, M&E
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	2,712
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$1,237,051

<b>Self-Employment Training (SET)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	Entrepreneurship training to adults leaving prison. The program assists participants to start micro businesses to supplement their income.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Returning citizens
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Any returning citizen in the counties where the program operates who is interested in entrepreneurship.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD	Calhoun, Clarke, Dallas, Jefferson, Montgomery, Tuscaloosa, and Wilcox counties

<b>Self-Employment Training (SET)</b>	<b>Answer the question in the space below</b>
waivers, area covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Dannon Project
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	12
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$5,463

### **XVIII. Educational Programs**

<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services	Basic/Foundational Skills Instruction includes GED assessment, testing, and classes, as well as remediation classes, WIOA and certification programs such as Ready To Work programs.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	The target population for Basic/Foundational Skills instruction include any work registrant that does not have an HSD.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Participants must meet the eligibility criteria for the program, which include age and education. Some of the age and education requirements include that an individual must be 16 or older, not enrolled in high school and does not already have a HSD or GED/HSE.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Basic/Foundational Skills Instruction will be available in all A-RESET counties, including: Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Butler, Chambers, Clarke, Coffee, Colbert, Conecuh, Cullman, Dale, DeKalb,

<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>	<b>Answer the question in the space below</b>
	Escambia, Etowah, Fayette, Houston, Jackson, Marengo, Marion, Marshall, Monroe, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker
<b>E&amp;T Providers. Identify all entities that will provide the service.</b>	Daniel Payne, SAFE, The Bridge Center, Inc., The Dannon Project, UWAL, ACCS
<b>Projected Annual Participation. Project the number of unduplicated individuals.</b>	2,164
<b>Estimated Annual Component Costs. Project only administrative costs.</b>	\$1,715,077
<b>Not supplanting. Federal E&amp;T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&amp;T program are not supplanting funds used for other existing education programs.</b>	Several Adult Basic Education providers are non-profit organizations which do not receive federal funds to support this work. The Alabama Community College System (ACCS) submits expenditures for reimbursement that are funded with non-federal funds. These are in addition to any federal funds they receive. Adult Ed not part of K-12 in AL and there is no entitlement to services. Per our Agreement, ACCS is required to reinvest A-RESET funds into the program.
<b>Cost Parity. If any of the educational services or activities are available to persons other than E&amp;T participants, provide evidence that the costs charged to E&amp;T do not exceed the costs charged for non-E&amp;T participants (e.g. comparable tuition).</b>	A-RESET is charged at a per-participant rate, which is based on the actual costs of participation in the previous year and for all students.

<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>	<b>Answer the question in the space below</b>
<b>Description of the component. Provide a summary of the activities and services</b>	Career Pathways Training are dual enrollment programs designed for adults to simultaneously earn their GED and a certification that can guide them forward in their

<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>	<b>Answer the question in the space below</b>
	<p>chosen career path. This program is a combination of rigorous and high-quality education, training, and other services that aligns both vertically and horizontally across Secondary Education, Adult Education, Workforce Training and Development, Career and Technical Education and Postsecondary Education systems, pathways, and programs.</p> <p>Alabama also offers vocational education in a variety of in-demand employment areas such as construction trades, pharmacy tech, and computer science/coding, etc..</p>
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	The target population is ABAWDs and any other work registrants that need training and do not have a high school diploma.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Participants must meet the eligibility criteria for the program, which may include age and education minimums.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	Career/Technical Education Programs and Vocational Training will be available in all A-RESET counties, including: Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Butler, Chambers, Clarke, Coffee, Colbert, Conecuh, Cullman, Dale, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Marengo, Marion, Marshall, Monroe, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	A Cut Above the Rest, AIDT, GSR, SAFE, The Bridge Center, Inc., The Dannon Project, Workshops, ACCS, UWAL

<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>	<b>Answer the question in the space below</b>
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	1,526
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$1,973,075
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	Several Career/Technical Education Programs and Vocational Training providers are non-profit organizations which do not receive federal funds to support this work. The Alabama Community College System (ACCS) submits expenditures for reimbursement that are funded with non-federal funds. These are in addition to any federal funds they receive. Career/Technical Ed not part of K-12 in AL and there is no entitlement to services. Per our Agreement, ACCS is required to reinvest A-RESET funds into the program.
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	A-RESET is charged at a per-participant rate, which is based on the actual costs of participation in the previous year and for all students. The cost may be either tuition or program costs; however, the costs charged for A-RESET participants is always the same as non-A-RESET program participants.

<b>English Language Acquisition (EPEL)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	English as a Second Language (ESL) offers classes for those learning how to read and write in English, as well as speaking and listening. ESL also assists with passing the United States Citizenship test and aids in job skills training.
<b>Target Population.</b> Identify the population that will be targeted for participation in the component. Include special populations such as ABAWDs,	The target population for ELA include any work registrant that does not have an HSD, English is not their native language, and are a work registrant.

<b>English Language Acquisition (EPEL)</b>	<b>Answer the question in the space below</b>
Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Participants must meet the eligibility criteria for the program, which include age and education. Some of the age and education requirements include that an individual must be 16 or older, not enrolled in high school and have limited English speaking skills.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	ESL will be available in all A-RESET counties, including: Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Butler, Chambers, Clarke, Coffee, Colbert, Conecuh, Cullman, Dale, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Marengo, Marion, Marshall, Monroe, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Daniel Payne, SAFE, The Bridge Center, 48490 The Dannon Project, ACCS, UWAL
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	25
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$19,813.75
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	Several ESL Education Programs are non-profit organizations which do not receive federal funds to support this work. The Alabama Community College System (ACCS) submits expenditures for reimbursement that are funded with non-federal funds. These are in addition to any federal funds they receive. ESL is not part of K-12 in AL and there is no entitlement to services. Per our Agreement, ACCS is required to reinvest A-RESET funds into the program.
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other	A-RESET is charged at a per-participant rate, which is based on the actual costs of participation in the previous year and for all students. The cost may be either tuition

<b>English Language Acquisition (EPEL)</b>	<b>Answer the question in the space below</b>
than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	or program costs; however, the costs charged for A-RESET participants is always the same as non-A-RESET program participants.

<b>Work Readiness Training (EPWRT)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	The Work readiness training component is focused on providing soft skills and other basic training that supports a participant to become ready for work. Training topics may include things like general skills building, developing good work habits, and other topics that help enhance a participant's basic foundational ability to find and keep a job.
<b>Target Population.</b> Identify the population that will be targeted for participation in the component. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Any individual who is assessed as needing to build on their basic foundational ability to find and keep a job.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Participants must meet the eligibility criteria for the program, which may include age and education minimums. Some programs may require specific criteria, such as a GED or specific literacy level. In that case, the program has developed a path for the participant to gain those skills before entering the work readiness training.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Work Readiness Training will be available in all A-RESET counties, including: Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Butler, Chambers, Clarke, Coffee, Colbert, Conecuh, Cullman, Dale, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Marengo, Marion, Marshall, Monroe, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker



<b>Work Readiness Training (EPWRT)</b>	<b>Answer the question in the space below</b>
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	AIDT, Daniel Payne, GSR, SAFE, The Bridge Center, Inc., The Dannon Project, Workshops, ACCS, UWAL
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	4,347
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$2,407,235
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	Several Career/Technical Education Programs and Vocational Training providers are non-profit organizations which do not receive federal funds to support this work. The Alabama Community College System (ACCS) submits expenditures for reimbursement that are funded with non-federal funds. These are in addition to any federal funds they receive.
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	A-RESET is charged at a per-participant rate, which is based on the actual costs of participation in the previous year and for all students.

## **XIX. Work Experience (WE)**

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – one table for activities not subsidized by E&T (e.g. Work-based learning – Internships) and another for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized

means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

<b>On-the-Job-Training (WBLOTJ)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services.</p>	<p>On-the-job training programs are those which provide job training from employers at a location that has been approved by the Department of Commerce. These may be with an employer or registered apprenticeship program. Typically, a participant will receive a wage while participating in the hands-on training. These programs are limited to the time required for a participant to become proficient in the occupation being trained, which should not exceed 6 months. The program may include job search, if the search is less than 50% of the total program time. Some of the employers include but is not limited to, UAB Hospital, Grandview Hospital, St. Vincent's Ascension Hospital, Brookwood Baptist Hospital, Woody's Chiropractic, Kamtek, Mercedes Benz and 13 of their affiliates, Amazon Warehouse, CVS Warehouse, Walmart Warehouse and BJCTA (Max) – CDL. The goal of OJT is to place participants with employers aligned with selected occupational training and certifications to increase their skills and knowledge. This prepares a participant to gain permanent unsubsidized employment in that same career industry/cluster. OJT is operated in accordance with WIOA regulations.</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>The target population is all work registrants.</p>
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example,</p>	<p>Participant must meet any minimum requirement outlined by the employer offering the on-the-job training. This may include age and education minimums.</p>

<b>On-the-Job-Training (WBLOTJ)</b>	<b>Answer the question in the space below</b>
literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	On-The-Job Training will be available in all A-RESET counties, including: Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Butler, Chambers, Clarke, Coffee, Colbert, Conecuh, Cullman, Dale, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Marengo, Marion, Marshall, Monroe, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	SAFE, The Dannon Project, UWAL
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	852
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$374,755

<b>Work-based learning - Other (WBLO): State agency must provide description</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	DHR offers Work-Based Learning with HIM. The goal of this service is to provide participants with the necessary skills to secure permanent unsubsidized employment and to maintain such employment. The curriculum involves over 300 hours of training in the areas of life and employment skills, soft skills, character building, financial management, and wellness training. Upon completion of six weeks of classroom instruction, students' skills and abilities are assessed and the student is then matched with a local business where they put their new training to use during a 120-hour, unpaid internship. During this internship, participants are provided guidance from the employer and expected to

<b>Work-based learning - Other (WBLO): State agency must provide description</b>	<b>Answer the question in the space below</b>
	perform as any other employee. Some of the employers for this service include Mercedes Benz, KBB Electrical, Shelby Construction, Chappy's Deli, ASK Telemarketing, Adams Technology, Price Rubber, Alorica, Lowndes County Board of Education, STS Transportation, and Whitfield Foods. In many cases, the local business may permanently hire the student upon internship completion based on job performance. If permanent placement is not made with that employer, HIM continues to work with that participant to secure employment. HIM also provides ongoing aftercare and case management services for participants to help them maintain employment or find better job opportunities.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Low skilled, poorly educated, and chronically unemployed adult men and women
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Chronically Unemployed
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Work-based learning will be available in the following A-RESET counties: Jefferson, Lowndes, Montgomery
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	HIM
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	216

<b>Work-based learning - Other (WBLO): State agency must provide description</b>	<b>Answer the question in the space below</b>
<b>Estimated Annual Component Costs. Project only administrative costs.</b>	\$547,588

## H. Estimated Participant Levels

Complete the tables below projecting participation in E&T for the upcoming Federal FY. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal FY.

### FOOD ASSISTANCE E&T Projected Participation

A) Anticipated number of work registrants in the State during the Federal FY. This is an unduplicated count. Take into consideration the expected number of work registrants in the State on October 1 <sup>st</sup> as well as the number of new work registrants expected throughout the Federal Fiscal Year.	263,674
B) List State exemptions from E&T and the number of work registrants expected to be exempted under each category. A State operating a voluntary program would show that all work registrants are exempt. Alternatively, a State may exempt only certain populations from FOOD ASSISTANCE E&T participation, such as individuals experiencing homelessness.	0
C) Total estimated number of work registrants exempt from mandatory E&T (sum of State exemptions in B above).	263,674
D) Percent of all work registrants exempt from E&T (line C /line A * 100).	100%
E) Anticipated number of ABAWDs in the State during the FY.	43,665
F) Anticipated number of ABAWDs in waived areas of the State.	0
G) Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance.	0
H) Number of potential at-risk ABAWDs expected in the State during the FY (line E – (lines F +G)).	43,665

### Mandatory, Voluntary, and ABAWD Projected Participation

A) How many total mandatory participants do you expect to serve in E&T during the FY?	0
B) How many total voluntary participants do you expect to serve in E&T during the FY?	3192
C) How many ABAWDs do you expect to serve in E&T during the FY?	428

## I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.

<b>Contract or Partner Name: United Ways of Alabama</b>
<b>Service Overview:</b> United Ways of Alabama is focused on promoting access to workforce inclusion and independence for eligible clients by linking clients to employment services and supports. This includes preliminary screening by 2-1-1, assisting in providing access to learning and training opportunities, providing access to job training and job coaching, and providing access to job support or wrap-around services.
<b>Intermediary:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b> Supervised Job Search, Job Retention, Adult Basic Education, Work Readiness Training, Vocational Training, On-the-Job Training, Work-Based Learning
<b>Credentials Offered:</b> GED; Subcontractors may offer additional credentials depending on participant need.
<b>Participant Reimbursements Offered:</b> Clothing, Transportation, Child Care, Equipment and Supplies
<b>Location:</b> Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Butler, Chambers, Clarke, Coffee, Colbert, Conecuh, Cullman, Dale, DeKalb, Escambia, Etowah, Fayette, Houston, Jackson, Marengo, Marion, Marshall, Monroe, Morgan, Perry, Pike, Randolph, Russell, St., Clair, Shelby, Talladega, Tallapoosa, Walker Counties
<b>Target Population:</b> Work-Eligible Voluntary FOOD ASSISTANCE Participants
<b>Monitoring and communication with contractor:</b> Site visits will be conducted at the site(s) providing services annually. United Ways of Alabama is a continued partner and the services that will be offered will be reviewed through site visits annually. Additional site visits will be done as needed. United Ways of Alabama will email the

<b>Contract or Partner Name: United Ways of Alabama</b>
lists of all FOOD ASSISTANCE participants that received services and also list each service that each participant received that month. Conference calls will be as needed. United Ways of Alabama will collect data for each fiscal year. The State will also look at performance indicators such as the number of work registrants that are referred to United Ways of Alabama and compare this number to the number that received a GED and complete a WIOA or other training program. This will help to measure the effectiveness of the services that are being offered by this partner. The State will also look at the services received by participants that have new hires on IEVS to measure what services are more effective and produce more desirable results.
<b>Type of Agreement:</b> Intermediary Contract
<b>Total Cost of Agreement:</b> \$2,468,809
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b> No
<b>New Partner:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Contract or Partner Name: Sylacgauga Alliance for Family Enhancement, Inc. (SAFE)</b>
<b>Service Overview:</b> SAFE provides assessment, case coordination and management, Supervised Job Search, vocational training, soft skills development, work readiness training, Ready to Work, Adult/ Basic Education, and job retention services to any FOOD ASSISTANCE participant that volunteers in counties both with and without local A-RESET case managers.
<b>Intermediary:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b> Supervised Job Search, Job Retention, Adult Basic Education, Work Readiness Training, Vocational Training, On-the-Job Training, Work-Based Learning
<b>Credentials Offered:</b> N/A
<b>Participant Reimbursements Offered:</b> Transportation, other work supports such as clothing and supplies as needed
<b>Location:</b> Intermediary and subcontractors have offices throughout Alabama. This includes: Talladega, Coosa, Clay, Lee, Russell, Chambers, Dallas, Madison, Autauga, Escambia, Jefferson, Walker, Morgan, Perry, Dale, Henry, Houston, Walker, Morgan, Perry, Tuscaloosa, Coffee, Elmore, Marshall
<b>Target Population:</b> Work-Eligible Voluntary FOOD ASSISTANCE Participants
<b>Monitoring and communication with contractor:</b> Site visits will be conducted at the site(s) providing services annually. SAFE is a continued partner and the services that will be offered will be reviewed through site visits annually. Additional site visits will be done as needed. SAFE will email the lists of all FOOD ASSISTANCE participants that received services and also list each service that each participant received that month. Conference calls will be as needed. SAFE will collect data for each fiscal year. The State will also look at performance indicators such as the number of work registrants that are referred to SAFE and compare this number to the number that received a GED and complete a WIOA or other training program. This will help to measure the effectiveness of the services that are being offered by this partner. The State will also look at the services received by participants

<b>Contract or Partner Name: Sylacgauga Alliance for Family Enhancement, Inc. (SAFE)</b>
that have new hires on IEVS to measure what services are more effective and produce more desirable results.
<b>Type of Agreement: Intermediary Contract</b>
<b>Total Cost of Agreement: \$1,456,309</b>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs: N/A</b>
<b>New Partner: <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</b>

<b>Contract or Partner Name: Alabama Community College System</b>
<b>Service Overview:</b> ACCS provides an array of services, which support employment preparation, workforce activities, basic academic and/or remedial services, integrated education and training (career pathways), and transitional assistance to postsecondary education training opportunities that can lead to self-sufficiency. Services include assessment, enrollment, training, and supportive services. All colleges except one in the State are eligible to participate in the program.
<b>Intermediary: <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</b>
<b>Components Offered:</b> Adult Basic Education, Work Readiness Training, Vocational Training
<b>Credentials Offered:</b> GED, Certified Production Technician, Certified Logistics Technician, Alabama WorkKeys
<b>Participant Reimbursements Offered:</b> Transportation
<b>Location:</b> Counties both with and without local A-RESET case managers.
<b>Target Population:</b> Work-Eligible Voluntary FOOD ASSISTANCE Participants
<b>Monitoring and communication with contractor:</b> Site visits will be conducted at the site(s) providing services annually. ACCS is a continued partner and the services that will be offered will be reviewed through site visits annually. Additional site visits will be done as needed. ACCS will email the lists of all FOOD ASSISTANCE participants that received services and also list each service that each participant received that month. Conference calls will be as needed. ACCS will collect data for each fiscal year. The State will also look at performance indicators such as the number of work registrants that are referred to ACCS and compare this number to the number that received a GED and complete a WIOA or other training program. This will help to measure the effectiveness of the services that are being offered by this partner. The State will also look at the services received by participants that have new hires on IEVS to measure what services are more effective and produce more desirable results.
<b>Type of Agreement: Third-Party Partner Contract</b>
<b>Total Cost of Agreement: \$2,387,388</b>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs: N/A</b>
<b>New Partner: <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</b>

<b>Contract or Partner Name:</b>
<b>Service Overview:</b>
<b>Intermediary: <input type="checkbox"/>Yes <input type="checkbox"/>No</b>



<b>Contract or Partner Name:</b>
<b>Components Offered:</b>
<b>Credentials Offered:</b>
<b>Participant Reimbursements Offered:</b>
<b>Location:</b>
<b>Target Population:</b>
<b>Monitoring and communication with contractor:</b>
<b>Type of Agreement:</b>
<b>Total Cost of Agreement:</b>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>

## J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements.

### Direct Costs:

<p><b>Salary/Wages:</b> List staff positions in FTE and time spent on the project.  <i>Example: E&amp;T Program Manager - \$60,000 x .50 FTE = \$30,000</i>  <i>5 E&amp;T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</i></p>	<p>15 County staff at 50% Admin, 12 county and 5 state staff at 100%. 20 additional county at 50% and 8 more staff at 100% 50% staff</p>
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<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	<p>FICA = 7.65%, UC = .06%, Retirement = 14.83%, Health Insurance = \$930 per month per person</p>
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<p><b>Contractual Costs:</b> All contracts and partnerships should be included in the "contracts and partnerships" matrix of the E&amp;T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&amp;T program services, IT services, consulting, etc.</p>	<p>100% contract = \$232,460. 50% contracts = \$10,364,204. Direct services such job training, supervise job search, vocational training, work readiness, adult basic education other direct services. One contractor, PCG provides consulting. Troy University is providing IT service in developing contract system development.</p>
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<p><b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&amp;T funds.</p>	<p>N/A</p>
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<b>Materials:</b> Describe materials to be purchased with E&T funds.	Supplies for County offices for ink and paper to assist client resumes. Marketing boards and other supplies
<b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	Staff travels to meet with contractors, conduct Management Evaluation Reviews and state and county staff required to attend local and regional meetings.
<b>Building/Space:</b> If charging building space to the E&T program, describe the method used to calculate space value.	N/A
<b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	N/A

**Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

Alabama DHR is a Public Assistance Agency and therefore is required to submit a Public Assistance Cost Allocation Plan. Section B – Operating Budget includes an estimated amount for FY 2022 PACAP results. An approval letter for such a plan is included.

**Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).**

Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

Client reimbursements: Non-DOL expected to increase 5% for FY 2022. Total = \$787,500, Fed Share = \$393,750

# Optional State Request for Additional 100 Percent Funds

Use the following questions to request reallocated 100 percent Federal funds. This template should be submitted with the E&T State plan.

- a) Provide the specific amount of additional funds requested.

- b) Indicate which of the following prioritized categories the reallocated funds will be used for:

To conduct E&T programs and activities authorized as part of the requesting State's 2014 Farm Bill pilot (priority A).

To target a highly-barriered population and state the targeted population including any specific characteristic of the individuals to be targeted, such as disabled veterans (priority B).

To conduct other E&T programs and activities that would meet the requirements of priority C.

- c) Provide a detailed plan for the use of the additional funds:

- o Describe the new or existing services or initiatives the funds will support. If applying under priority A, describe the 2014 E&T pilot activity that will be continued using the re-allocated funds.

- o Detail the cost of these services. Clearly demonstrate how the State agency determined the costs.

- o Describe the partners involved.

- Describe the location where the services will be provided.

- Describe the specific components or activities that will be provided and the estimated number of participants to be served in each component.

- Describe how the proposed plan enhances existing services or builds new opportunities for participants to gain access to employment and training services.

- Provide any information the State agency has on how the use of additional funds will support E&T programs and activities that have a demonstrable impact on the ability of participants to find and retain employment that leads to increased household income and reduced reliance on public assistance.

- Include any other useful details to better explain the proposed plan for the use of the additional funds.