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A. Cover Page and Authorized Signatures

State: Alabama

State Agency Name: Department of Human Resources

Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments): September 19, 2023


List State agency personnel who should be contacted with questions about the E&T State plan.

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Certified By:



Brandon Hardin, Food Assistance Director

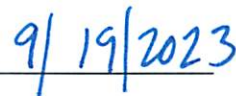


Date

Certified By:



Nancy L. Schlich, Finance Director



Date

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.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. Acronyms

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

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

Table C.I. Acronyms

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
EW	Eligibility Worker
FBO	Faith Based Organization
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
HABD	Housing Authority of the Birmingham Division
HIM	Hope Inspired Ministries
IEP	Individualized Employment Plan
IEVS	Income and Eligibility Verification System
ITO	Indian Tribal Organization
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/ACE	Ready to Work now called Alabama Career Essentials

Acronym	Acronym Definition
SAFE	Sylacauga Alliance for Family Enhancement/ Alabama Network of Family Resource Centers
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for 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.

Table D.I. Assurances

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. 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"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. 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"/>
VIII. 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"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

Table D. II. Additional Assurances

<p>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</p>	<p>Check Box</p>
<p>I. 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))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>
<p>II. 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))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>

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

I. Summary of E&T Program

Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

Alabama's 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 endeavor to become self-sufficient. As in previous years, the State continues to focus services on ABAWDs while also serving work eligible, non-ABAWDs 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. In FY 23, DHR will contract with a total of six E&T partners, three of which will serve as intermediaries and five of which are direct E&T partners. For the intermediaries, DHR contracts with these organizations directly and they in turn contract with other organizations to deliver services and operate eligible A-RESET programs. The intermediary is the fiscal and programmatic agent for the program.

Our intermediaries are the Alabama Community College System (ACCS), United Ways of Alabama and the Sylacauga Alliance for Family Enrichment (SAFE). Our directly contracted partners are The Bridge Center, Troy University, and M&E Consulting.

24 subcontractors under SAFE

20 subcontractors under UWAL

23 community colleges under ACCS

3 partners directly contracted by DHR

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

1. **Financial** – SNAP 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 SNAP E&T funding in the context of other Federal funding streams (e.g., TANF and WIOA).
2. **Human** –Alabama continues to not experience a large number of new workers moving into the state. 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 Alabamians moving up. With over 150,000 work-eligible Food Assistance recipients, A-RESET's human contribution to Success Plus is critical.

Is the State's E&T program administered at the State or county level?

A-RESET is administered at the state level.

(For county-administered States only) Describe how counties share information with the State agency (e.g., county E&T plans), and how the State agency monitors county operations.

Provide the geographic areas of the State where the E&T program operates and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T 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 case management through the county office or at their selected A-RESET partner. There are also more A-RESET programs and services available in these counties due to them generally being our more urban counties. These case managers also serve surrounding counties and can provide case management for them.

The county A-RESET case manager is responsible for the assessment and completion of the Individualized Employment Plan (IEP) when a participant is directly referred from the eligibility worker, the monitoring of participant's progress as they matriculate through the A-RESET program, and processing participation hours to issue the semi-monthly participant reimbursement. The assessment and IEP are completed by the A-RESET partner when the participant starts at the partner and a request for referral is initiated. The county A-RESET case manager will review the IEP for appropriateness.

Our counties with local A-RESET staff are:

- Calhoun
- Dallas
- Elmore
- Houston
- Jefferson
- Lee

- Lowndes
- Madison
- Mobile
- Montgomery
- Talladega
- Tuscaloosa
- Wilcox

2. **Counties without local A-RESET staff:** 31 counties do not have local DHR A-RESET case managers. In these counties, the only available A-RESET programs are offered by ACCS and SAFE. ACCS and SAFE are responsible for the assessment and the IEP. Participation hours are provided to state DHR staff to process 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.

Our counties without local A-RESET staff are:

- Autauga
- Baldwin
- Barbour
- Butler
- Clarke
- Chambers
- Coffee
- Colbert
- Conecuh
- Cullman
- Dale
- DeKalb
- Escambia
- Etowah
- Fayette
- Jackson
- Limestone
- Marengo
- Marion
- Marshall
- Morgan
- Monroe
- Perry
- Pike
- Randolph

- Russell
- Shelby
- St. Clair
- Tallapoosa
- Walker
- Washington

3. **Counties without employment and training (E&T) services:** The remaining 23 counties have no available employment and training services. Individuals living in these counties can meet the work requirements by participating with ACCS and through the career centers.

Provide a list of the components offered.

- Supervised Job Search
- Job Retention
- Adult Basic Education
- Work Readiness Training
- Career/Technical Education
- On-the-job training
- Work activity
- Vocational Training
- Work based learning-other

Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

DHR is currently working on launching a webpage off our main website that is for potential participants, case managers, and A-RESET partners. This website will have links to our resources, such as our case manager and partner handbook, mandatory forms, and marketing materials. A-RESET Case Manager Handbook was rolled out and the Partner Handbook was revised in FY23.

Alabama SNAP and SNAP E&T regulations can be found in Chapter 660 of the Department of Human Resources Administrative Code at <http://www.alabamaadministrativecode.state.al.us/docs/hres/index.html>

II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

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. Significant changes could include those made because of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made because of new Federal rulemaking.

DHR aims to keep the number of directly contracted A-RESET partners at a minimum and continues this practice in FY 24. We continue working with United Ways to add additional subcontractors to broaden the programs available to A-RESET participants.

DHR collaborates with ACCS to expand A-RESET programming to include a series of short-term certificate programs. These programs are short-term in nature and designed around the fields and industries where there is high-demand and a shortage of workers.

Listed below are short term programs offered by ACCS but are not limit to the following program:

- Advanced Manufacturing Technology
- Applied Technology
- Aviation Technology
- Career Technology
- CDL Class A and B
- Computer Technology
- Diesel Technician
- Electrical Technology
- Health Sciences
- Heavy Equipment Operator (horizontal and vertical)
- HVAC Technician
- Nursing and Allied Health
- Welding

DHR plans to expand 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. DHR participated in the Governor's Work-Based Learning Summit in March 2023 and identified a variety of potential new partners that operate on-the-job training and apprenticeship programs. Our goal is to work with the Alabama Office of Apprenticeships to determine if we can enter a memorandum of agreement, like the one currently existing between the State and ACCS.

We will be finalizing our state-level performance measures and determining how to track and report on these measures in FFY 24.

Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance. for instance changes made because of E&T outcome and participation data.

DHR is working to better analyze our programmatic performances, which include working with partners and staff. This will also include evaluating equity in the program.

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. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their state workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

Consultation with State workforce development board: Describe how the State agency consulted with the State workforce development board 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, skip to question (b).

The State has a representative that is a member of the State Workforce Development Board. The member or a designated DHR Director participates in regular meetings as a part of this Board and takes information from board meetings to help make improvements to the A-RESET program. The State uses this information when soliciting partners, by looking for those that provide the services needed to increase and improve the workforce throughout Alabama. Some current partners are also a part of the Board, such as ACCS.

The DHR and ACCS partnership ensures that A-RESET participants are participating in high demand industries in their area. Community Colleges are only able to offer those career technical and vocational trainings that are in high demand for their area. This helps to ensure that the certifications received are sought after by employers within their communities.

On February 17, 2023, DHR’s Deputy Commissioner presented at one of the quarterly Workforce Board meetings, as part of a panel, to the workforce council and WIOA partners, information on how the SNAP E&T program serves special populations and how these populations can help to increase the labor participation rate for Alabama. The State also received information and handouts on issues facing the workforce, which include chronic absenteeism and a lack of soft skills. A-RESET will continue to focus on and solicit partnerships that provide work readiness training to ensure that participants are able to secure and maintain employment. During these meetings, the DHR representative is also able to stay up to date on the labor market and any upcoming industry throughout the State. As industry arrives, the A-RESET program plans to continue partnering with those agencies and community-based organizations that supply the career technical and vocational trainings necessary to secure those employment opportunities.

A-RESET County staff will also re-engage in quarterly local Workforce Board meetings during FY 2024. During these meetings, A-RESET staff will connect with local workforce leaders to learn about in demand employment opportunities for A-RESET participants. As they obtain information, they will share it with other counties and State staff so that we may continue to engage participants with meaningful education and training skills.

Consultation with employers: If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

N/A

Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

Special State Initiatives: Describe any special State initiatives (i.e., Governor-initiated or through State legislation) that include SNAP 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.

State A-RESET staff continue to serve on the P-20W Council and its committees. The P20W Council is a body composed of each agency head that is charged with establishing and managing a longitudinal data system, which contains Pre-K through postsecondary student information and connects it to Alabama’s workforce. “P” represents the preschool, “20” represents grade one through graduate school and “W” represents workforce. Through this, DHR provides input on the state’s efforts to integrate Alabama’s early childhood, elementary, secondary, post-secondary, and public workforce systems. The goal of this participation is to help ensure that all Alabamians can access training which leads to self-sufficiency. This

further the Governor’s plan to ensure that there is “no wrong door” to providing services throughout the State.

The State also participated in the DAVID Task Force. The task force focused on increasing usage of the DAVID Tool as means of providing informed consumer choice to participants in Workforce Innovation and Opportunity Act (WIOA) core and partner programs. This tool allows staff to project income and income gaps for participants. A-RESET staff will receive additional training during FY 2024 to ensure that the DAVID tool is used to assist program participants in making informed decisions concerning their career choices, which includes benefits cliffs and salary/wage changes that may be experienced throughout the duration of their training and career pathway.

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 State continues to work to refer individuals to their local Career Centers to participate in Title I of WIOA programs. To have better access to information regarding these programs, the State is currently contracting with the Department of Commerce, which operates the system that the Department of Labor and the Career Centers use for data entry and data management. Giving A-RESET case managers access into this system will allow A-RESET to support the “no wrong door” approach, where individuals participating through either the career center or DHR to seek additional resources from the opposite programs.

Access to this system will also allow A-RESET staff to track and monitor participant performance if they enroll in one of the Title I WIOA programs. The State continues to strive to help meet the goal of the Governor’s Success Plan, which is a plan to hire 500,000 credentialed workers by 2025.

WIOA Combined Plan: Is SNAP 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 is continuing its work on the Continuum project.

The purpose of the project is to provide a seamless transition for TANF clients into the A-RESET program. This transition will allow TANF client, that are not receiving cash benefits, to continue in a workforce program and continue to receive other supportive services. A-RESET provides opportunities for continued training and services to address barriers received

while in the program and for up to 90 days once they do find employment. We encourage these individuals to participate in trainings that will lead to high paying, in demand jobs.

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).

The State also partners with the Housing Authority of the Birmingham Division (HABD) to assist housing residents throughout Jefferson County in becoming self-sufficient. This effort began in September 2021 and continues today.

The partnership is between DHR and the Housing Authority of the Birmingham District (HABD). The goal is to develop coordinated services for A-RESET participants requesting services at the HABD Envision Center. These coordinated services includes: work readiness training, volunteering, supervised job search, and GED/Adult Education. These objectives 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.

IV. Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP 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.

Did the State agency consult with ITOs in the State?

- Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
- No, ITOs are in the State but were not consulted. *(Skip the rest of this section.)*
- Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

Name the ITOs consulted.

The Poarch Band of Creek Indians

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).

The last meeting held on August 2, 2022, we exchanged introductions, and an overview of the SNAP program and benefits of participating in SNAP E&T was discussed with tribal representative. We also discussed the types of income received by tribal members to get a better understanding of potential eligibility for A-RESET. No further engagement took place after this meeting.

State A-RESET staff mailed a letter on May 17, 2023, to the Tribal Chair and the Tribal Member Services Division Director. The letter provided information about the A-RESET program and services offered. The State requested contact from both parties to discuss the program. An email was sent July 3, 2023, to meet virtually or in person to discuss the ARESET program. A letter was mailed July 7, 2023, to the Chief Government and Public Affairs Officer, to discuss ARESET at a high level and how A-RESET can meet the needs of tribal members.

An email was sent July 14, 2023, to The Chief of Government Relations and Public Affairs. He responded on July 14th stating that he was including the Senior Director of Governmental Affairs to determine which Tribal members should participate in a meeting. No meeting has been scheduled as of to date. **The State will continue to pursue consultation with the ITO.**

Enhanced reimbursement: Will the State agency be seeking enhanced reimbursement for E&T services (75%) 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 to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

The State agency operates the following type of E&T program (*select only one*):

- Mandatory per 7 CFR 273.7(e)
 Voluntary per 7 CFR 273.7(e)(5)(1)
 Combination of mandatory and voluntary

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)

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 after application per 7 CFR 273.24(d)(1)(iv)?

Yes

No

VI. Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g., all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g., lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States than run all-voluntary E&T programs would note that they exempt all work registrants.)

All work registrants are exempt.

How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

All work registrants are exempt.

What are the characteristics of the population the State agency intends to serve in E&T (e.g., target population)? This question applies to both mandatory and voluntary participants.

ABAWDs

Homeless

Veterans

- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other: Housing authority residents

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the unit's 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, if applicable, 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.

The following questions are about how the E&T program is structured in your state agency.

Please indicate who at the State agency directly administers the E&T program (i.e., establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

The state DHR A-RESET team is comprised of five staff, including a manager. This team reports to an Assistant Director within the Food Assistance Division. These staff are responsible for a variety of tasks, including, but not limited to:

- Submitting the state plan
- Contracting for A-RESET services
- Monitoring providers
- Training county DHR case managers
- Providing technical assistance to both case managers and A-RESET partners
- Establishing state, A-RESET policy

County A-RESET case managers, work in separate units from the SNAP eligibility workers. A-RESET case managers communicate with eligibility workers to collect referrals, troubleshoot incorrect or unclear work registration information, and share changes in A-RESET policies.

How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

The state A-RESET unit is a part of the state Food Assistance Division. Within the Food Assistance Division, there is also the Policy Unit. One Director oversees the division, which easily allows communications to be shared within and between the units. The two units continuously communicate about the two programs, work together on policy documents, and discuss work registrations requirements.

The two units share information via email or conference calls about policy documents and other related A-RESET question. The Certification Worker determines a client's eligibility for and interest in the A-RESET program. Once these assessments have been made the client is then referred to the A-RESET Case Manager for program enrollment.

Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

Participant data and information is primarily shared via secure email. Some A-RESET partners have a shared Google or Microsoft OneDrive account where participant data is collected. DHR has worked along with Conduent, to develop a new A-RESET portal system that will be beneficial to the partners, by allowing them to check for A-RESET participant eligibility and enter data received from participants into the portal. The new system is Alabama Combined Eligibility System (ACES) and will launch FY 2025.

Information is shared by the partners and the case managers through secured means. This information is sent to all designated partners and includes the participants name, social security number, date of birth and case I.D. number. E&T case managers are required to train yearly on Internet safety and security, which includes the sharing of email information.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g., referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

The A-RESET portal is used by state and county A-RESET case managers to perform their daily work. It captures a variety of data, including:

- Participant Enrollment data
- Participant address and communication preferences

- Components – in what component is the participant enrolled and with which partner (based on the participants assessment and goals).
- Participant educational level
- Participant employment gained
- Forms (assessment, reassessments, referral tracker, reimbursement tracker, email correspondence, etc.)
- Participant reimbursements – includes participation hours, the type of reimbursement being issued, and notes.

A-RESET case managers are required to update the portal after any interaction with the participant or when information is received from the partner. They are also required to verify that the hours submitted are in compliance with the A-RESET rules on minimum participation reimbursement hours before approving issuance. Case managers are required to scan all documents into ADDI, our Document Imaging System.

The A-RESET portal does not interface or interact with any other provider system.

3. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

DHR hosts monthly calls with all A-RESET partners, as well as, monthly calls with all E&T counties that have A-RESET case managers. We also host other partner and county A-RESET calls/meetings as needed. These calls serve as the primary method for communication and training. DHR will communicate outside of this cadence if urgent communication is required.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

Programmatic

State DHR visits A-RESET counties, as well as partner sites, following the tri-year ME calendar to complete a programmatic review of client participation progress. During these county and partner visits, we collaborate to ensure staff's understanding of the program's operation and if any technical assistance or training is needed. During partner visits, we review participant eligibility, ensuring their eligibility status was verified; participant files, ensuring that verification and pertinent documents are copied and stored; reimbursement process, ensuring that expenses claimed were reasonable and necessary; service agreement provisions, program eligibility, which includes, referral tracking forms, client's participation, updates, and any case notes to ensure compliance with the E&T program.

Fiscal

State DHR reviews all financial invoices to verify that expenditures are reasonable and necessary, that costs are allocated, that verification of expenditures are included, and that the funding sources are eligible funding sources. We also verify that the participants served were active SNAP recipients and enrolled in the A-RESET program. As part of our review, we verify that only those expenditures associated with eligible participants are included for reimbursement.

This process is done each month with all intermediaries for all contracted partners. The intermediaries are responsible for reviewing invoices received from the subcontracted partners. As a requirement, it is mandatory that staff conduct a partner site visit quarterly, to ensure compliance with A-RESET protocol.

DHR uses a review tool to monitor partners and ensure compliance with state and federal regulations and may monitor intermediaries and providers at any time. The onsite review will consist of an interview of program leadership and staff to discuss program policy and its implementation, review of case files to confirm participant eligibility and progress toward completing program goals, as well as review financial documents to assure reimbursements were correct and accurate.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP 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 will be developing reports with our ITS staff to better track the performance of partners. As part of our work in FY 24, DHR will continue to work individually with each partner to establish their own performance measures, which will include measuring their performance against the A-RESET established mission. At present, DHR uses the data collected for the FNS-583 report to evaluate partner performance.

The State Office is working on strengthening our current process by using the annual report so that we can better evaluate measurable skill gains and how the program has helped increase participant's ability to obtain employment. We have devised a supplemental set of performance measures that we are currently implementing in FFY 2023. These include:

1. **Vocational Training (VT):** The number and percentage of participants enrolled in VT that gained an industry-recognized credential or licensure
2. **Work Readiness (WR):** The number and percentage of participants that successfully completed a Work Readiness course
3. **On-the Job Training (OJT) and Work-Based Learning Other (WBL):** The number and percentage of participants enrolled in OJT or WBL that obtained a recommendation from or were hired by the supervising employer
4. **Employment:**

- a. The number and percentage (as a percentage of participants that gained a job) of participants who gained employment for the first time
 - b. The number and percentage of previously employed participants that gained employment with higher income
 - c. The number and percentage of participants that gained a job in their career field of training and credentials
 - d. The number and percentage of previously employed participants that gained employer-sponsored health insurance
5. **Other data to track:** The overall percentage increase or decrease in wages for all participants

VIII. 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 screen all applicants at application and recertification to determine if they are subject to or exempt from the work registrant requirements. Eligibility Workers will also determine whether individuals are ABAWDs and subject to time limited participation.

The application includes questions about the following to help screen for exemptions to the work requirements: age of individuals, student status, dependents in the home, work status. Additionally, during the interview process, the Eligibility Workers (EWs) use general interview techniques along with an oral script (DHR-FAP-2265 SNAP Work Requirements Notice) that will address work requirements and exemptions.

Based on this screening, a work registration code will be assigned to everyone on the Food Assistance case. Once a work registration code is assigned, the Eligibility Worker will ask the applicant three screening questions to check for appropriateness and availability into A-RESET. These questions are programmed into the OACIS eligibility system.

Individuals who are found appropriate/available for A-RESET and who have a work registration code will be referred to the local A-RESET case manager. Those individuals that reside in a county that does not have local A-RESET staff, are now assigned to case managers in surrounding counties and those case managers receive and handle those referrals. A-RESET case managers will use the work registration code to determine if the recipient is eligible to participate.

How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

The Online Application Case Information System (OACIS) uses work registration alpha codes to denote and record the status of everyone in the SNAP food unit. In addition, Eligibility Workers (EWs) refer individuals for work registration by using the Alabama SNAP Employment & Training Participant Consent Form. E&T workers use a generated report which identifies individuals who should be referred for E&T based on the alpha code assigned. These individuals are contacted for further assessment.

At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

The State provides this information at certification and recertification for all households. Recipients are given the SNAP Work Requirements Notice, form (2265) for English and the SNAP Work Requirements Notice, form (2266) Spanish. This Oral Script for Eligibility Worker was made available to all staff as of June 2022. The script is provided after the Eligibility Worker has screened for exemptions to determine which requirements apply to each household member at certification and recertification, and after any previously exempt household member becomes newly subject to a work requirement during the certification period.

IX. Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. *(Note: This question is not asking about criteria that may be unique to each provider.)*

Eligibility Workers ask all Food Assistance applicants three questions to screen for appropriateness of referral at certification and recertification: Eligibility workers are the first point of contact for E&T screening. Eligibility workers will screen every work registrant at certification and recertification that may be interested in participating in A-RESET by addressing the questions below. Based on the client's response eligibility worker will refer client to an A-RESET case manager.

1. Is a household member available to start work or a training program?
2. Is the household member ready to work or attend a training program?
3. Has the household member ever held a job for more than 6 months?

The second and third questions are designed to assess if the participant is ready to work immediately. We have established a list of key work readiness skills to help guide eligibility workers. This list includes, but is not limited to:

- Verbal, non-verbal, and written communication skills
- Planning skills
- Interpersonal skills
- Self-management skills
- Ability to follow directions
- Relationship management and building skills
- Critical thinking
- Ability to locate information
- Reading for information skills
- Applied mathematics
- Problem solving skills
- Thought articulation
- Effective work habits (punctuality, working productively, etc.)
- Personal accountability skills
- Other soft skills that support employment

Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Eligibility Workers screen all Food Assistance applicants to determine if they are subject to the work requirements or if they are exempt. This is done by reviewing the applicant's work registration codes, which are assigned at application approval. They will also screen applicants to see if they are ABAWDs and subject to the time limits.

Those individuals who are ABAWDs and/or subject to the work requirements are additionally asked three screening questions (see IX.a) to gauge their appropriateness for A-RESET. The answers to these questions are recorded in the eligibility system.

If applicants who are exempt for the work requirement express interest in participating, the eligibility worker will screen them given A-RESET's voluntary nature. This does not include those who are wholly ineligible to participate in SNAP E&T (e.g., receiving TANF).

(If applicable) Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Eligibility workers screen every adult for work registration at each certification and recertification. These screenings are recorded in the eligibility portal. A-RESET case managers can refer to this information when a reverse referral is received.

A-RESET case managers can refer to this information when a reverse referral is received. A-RESET case managers receiving reverse referral screen the client for A-RESET eligibility before referring individual to the provider.

If an individual has been deemed appropriate and eligible, partners will be advised as such. If an individual has been deemed not appropriate for the program, A-RESET staff will notify eligibility to re-screen the individual to see if they are now deemed appropriate for the program. Upon determination, the provider will be notified of the individuals eligibility.

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 by both county A-RESET case managers as well as A-RESET partners. This is done at Food Assistance certification, Food Assistance recertification, and/or A-RESET orientation.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g., information about accessing E&T services, case management, dates, contact information)?

Applicants are verbally informed about their referral to A-RESET by the Eligibility Worker. DHR will be rolling out marketing materials and a website that will provide additional written information to applicants and potential participants. Information covered by Eligibility Workers includes an overview of A-RESET and next steps, such as the case manager reaching out to the participant to schedule an orientation.

If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

The E&T providers are responsible for advising the individual that they are enrolled in A-RESET during their orientation. During this orientation, individuals are informed of the program and its benefits, including participant reimbursements given by the State and any that the provider offers.

After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g., in-person at a provider, log-in to a computer program, telephone interview with a

case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

Participants meet individually with an A-RESET case manager for an orientation on the program as well as to complete the assessment and IEP. These orientations can occur in-person at the county office, by telephone or at a provider location. It covers the benefits of the program, the types of programs/services offered, and participant reimbursements

Participants who start with an A-RESET provider do not receive an orientation. The assessment and IEP are generally completed by the provider and reviewed by the A-RESET case manager.

How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

The Eligibility Worker emails the A-RESET consent form and information about the participant to the A-RESET case manager directly. The work registration code is generated in OACIS (SNAP MIS). All A-RESET specific information is entered into the A-RESET portal.

How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

A-RESET case managers will communicate via email or phone to an A-RESET provider about referrals.

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g., who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

In counties with local A-RESET case managers, the case manager is responsible for completing the assessment. The assessment is conducted at the orientation. We have two different assessment tools, one which is more comprehensive and a second that is shorter.

These tools are internal to DHR. The comprehensive assessment was created by a larger workgroup with DHR to be used as a common assessment across multiple programs. Currently A-RESET is the only program using the assessment.

The assessment is saved in our internal scanning system. A copy is provided to A-RESET partners when a referral is made.

In counties without a local A-RESET case manager, the provider is responsible for completing the assessment. For ACCS, this assessment is the TABE and application for adult education. For SAFE, the agencies use their own assessment, and a copy is provided to DHR for the case file.

XII. 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.

What types of E&T 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.

Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

Case management is not a separate service which needs a referral. Case management can be provided by an A-RESET case manager and/or by the A-RESET provider. However, A-RESET case managers are responsible for case management for all participants. Case management is delivered by phone, email, in person or other virtual means by the A-RESET case managers as well as by the A-RESET partner. Case management may be integrated into the component, depending on the program or services delivered.

Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g., information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

<p>SNAP eligibility staff:</p>	<ul style="list-style-type: none"> • Receive referrals • Provide requests for referrals for screening • Verify and clarify work registration <p>Each county protocol is for SNAP eligibility staff to inform the A-RESET unit of a referral. Referrals are sent to case managers via email, designated location in office, or by phone.</p>
<p>State E&T staff:</p>	<ul style="list-style-type: none"> • Provide training and technical assistance • Provide tracking information on participant progress and for participant reimbursement. <p>Case managers (both at the county level and partner level) communicate with State E&T staff when they need help with the policies or processes for the A-RESET program. This may include requesting training and/or technical assistance. Case managers can also use the DHR email address to ask questions and receive clarification or guidance on a specific policy or case.</p> <p>Counties with A-RESET staff have been assigned to surrounding counties to provide case management to participants living in those assigned counties with the exception of Colbert County, where the State E&T staff will process any referrals.</p> <p>State DHR additionally communicates with partners and county case managers on a monthly basis via a scheduled Teams call.</p>
<p>Other E&T providers:</p>	<ul style="list-style-type: none"> • Participant referrals • Assessments • IEPs • Tracking of participant progress and identifying if participants may need to be placed with a different provider • Entry of data for the participant reimbursements. <p>A-RESET case managers may communicate with other partners as necessary. Typically, these communications may be when the participant needs additional services or supports that a different provider can provide or to report participation hours. E&T providers will communicate with E&T case managers, to provide reverse referrals, assessments, IEPs, tracking of participant progress and identifying if participants may need to be placed with a different provider and entry of data for the participant reimbursements.</p>
<p>Community resources:</p>	<p>Referral to resources and services provided by the community</p>

	Community resources will provide referral of resources and services provided by the community. This information of listed resources and events will aid in assisting clients.
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Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

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 county A-RESET case manager. If the participant is receiving services through a DHR program, such as supervised job search, that 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 an outside A-RESET partner, either referred directly by DHR or in a request for referral, the A-RESET partner will provide individualized case management. DHR has developed an efficient administrative process which minimizes handoffs, reduces the number of agencies a participant must work with, and centralizes services with one agency as much as possible.

Each A-RESET participants works with a Case Manager throughout the duration of their participation since case managers are now assigned to each A-RESET county.

XIII. 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.

Does the State agency offer a conciliation process?

- Yes (Complete the remainder of this section.)
- No (Skip to the next section.)

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

What is the length of the conciliation period?

XIV. Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP 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 SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements include voluntarily quitting a job or reducing work hours below 30 hours a month and failing to comply with SNAP E&T (if assigned by the State agency).

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 days
- 60 days
- Other: Click or tap here to enter text.

For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

- Yes
- No

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

- One month or until the individual complies, as determined by the State agency
- Up to 3 months

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

- Three months or until the individual complies, as determined by the State agency
- Up to 6 months

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

- Six months or until the individual complies, as determined by the State agency
- Time period greater than 6 months
- Permanently

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)

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must consider the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether good cause exists.

Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

A-RESET case managers make the determination of whether an individual who failed to comply with the SNAP work requirements did so with good cause. Good cause issues are addressed on a case-by-case basis. The interview or follow-up assessment process is utilized to obtain vital information from the household when determining whether good cause exists. The number of attempts made to SNAP participants for additional information is as often as deemed necessary.

The A-RESET case manager considers the facts and circumstances, including information submitted by the household member involved and, if appropriate, the employer. Once verification and clarifying information are received, the A-RESET case manager will evaluate the situation/documentation and determine if the participant's circumstances were beyond the participant's control, and if so, establish good cause.

Case managers reach out to the SNAP participant, employers, and the A-RESET provider(s) by mail, telephone, or email. Effective February 2023, all E&T counties have been assigned an A-RESET case manager.

What is the State agency's criteria for good cause?

In determining whether good cause exists, the State agency shall consider the facts and circumstances, including information submitted by the household member involved and, if appropriate, the employer. Good cause shall include circumstances beyond the individual's control, such as, but not limited to illness, illness of another household member requiring the presence of the individual, a household emergency, and the unavailability of transportation.

Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

Since the State operates a voluntary SNAP E&T program, there is no need for a good cause process for lack of an appropriate and available SNAP E&T component.

XVI. Provider Determinations

In accordance with 7 CFR 273.7(c)(18) a state agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

Describe the process used by E&T providers to communicate provider determinations to the State agency.

The E&T provider conducts an assessment and determines if the individual is not a good fit for the E&T component in which the individual is participating. If determined unfit, the provider informs the State of their determination. Providers know their program best and have flexibility to use their own judgement to determine if an individual is not a good fit for their program. E&T providers must not discriminate against protected classes when making providers determinations. Determinations are reviewed by A-RESET staff to ensure reasonable decisions are made and to ensure that Civil Rights laws are followed.

The E&T provider will contact the County A-RESET staff and inform them of the provider determination within 10 days of determination via email or phone. A-RESET staff will review and process the determination and make a referral to another partner, if only unfit for a specific component or to the eligibility worker in determined to be unfit for A-RESET. Provider determinations are based on criteria, specific to an E&T provider, that establish who is likely to be successful in a particular E&T component.

Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

The State Agency will notify the client via mail or phone call to inform the client of provider determination and request a reassessment with the client within 10 days.

The State office has created a provider determination form and a letter will be mailed to the participants within 10 days of being notified of provider determination.

The A-RESET case manager will add a case note in OACIS and notify Eligibility Staff within a timely manner that a provider determination has been made and the ABAWD is no longer participating in the A-RESET program. The eligibility worker will then treat this as a reported change for the household and process it according to regular SNAP policy. It is at this time the eligibility worker will inform the ABAWD that a provider determination was made, and that the month will not be counted as one of their 3 countable months.

XVII. 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.

Table E.I. Estimates of Participant Reimbursements

<p>I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p>3680</p>
<p>II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.</p>	<p>307</p>

III.	Estimated budget for E&T participant reimbursements in upcoming FY.	\$1,210,000
IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$100,833
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	328

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include childcare 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).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. 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*.

Table E. II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Transportation & clothing	\$100 monthly	State	In advance & estimated amount

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Transportation, if needs exceed	No cap	Partner/State	Provider either reimburses or pays in advance the actual amount. If not, the State will provide the cost.
Clothing, if needs exceed	No cap	Partner/State	Provider either reimburses or pays in advance the actual amount. If not, the State will provide the cost.
Tools	No cap	Partner/State	Provider either reimburses or pays in advance the actual amount. If not, the State will provide the cost.
Tuition, certifications, test fees, license fees	No cap	Partner/State	Provider either reimburses or pays in advance the actual amount. If not, the State will provide the cost.
Dependent care	No cap	SAFE	Provider either reimburses or pays in advance the actual amount.

If providing dependent care, specify payment rates for childcare 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.

Only SAFE and its subcontractors offer dependent care. They will use the rate established by the CCDBG regulations for the area in which the partner is located.

If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

E&T participants will not be given priority in accessing dependent care. E&T participation is not mandatory and therefore there is no risk for the participant to not comply due to not having access to childcare.

If a participant requests childcare and no childcare is available, they will be informed and allowed to opt out of participating in the program. The lack of childcare and their opting out will not affect their work registration status. Depending on when this information is shared (with the eligibility worker or with the partner), the participant may or may not be referred to an A-RESET case manager. For example, if the individual shares this during the interview with the worker, the Eligibility Worker will not refer them to A-RESET due to childcare needs.

XVIII. Work Registrant Data

The SNAP 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.

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). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

As of October 1st 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.

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.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	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
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 SNAP 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 are 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

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

OACIS (Food Assistance MIS), AL Department of Labor MIS

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

N/A

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

State Component Reporting Measures

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 SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

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

State Department of Labor MIS, OACIS Food Assistance MIS

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

N/A

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

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

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. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

Table E. IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g., denominator and numerator).
<i>Example: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<p><i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</i></p> <p><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></p>
Supervised Job Search	The number and percentage of Supervised Job Search participants that become employed during the report year.	<p>Numerator will include the number of participants that become employed after participating in supervised job search during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the total number of participants that participated in supervised job search during the period of 10/1/2023 to 9/30/2024.</p>
Job Retention	The number and percentage of Job Retention participants that remain employed up to 90 days post completion of a component.	<p>Numerator will include the number of participants that remain employed up to 90 days post completion of an A-RESET component during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the total number pf participants that participated in job retention during the period of 10/1/2023 to 9/30/2024.</p>
Work Readiness Training	The number and percentage of work readiness training participants that become employed.	<p>Numerator will include the number of work readiness training participants that obtain employment during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the number total of participants in work readiness</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g., denominator and numerator).
		training during the period of 10/1/2023 to 9/30/2024.
Adult/Basic Education	The number and percentage of participants in adult/basic Education who receive a GED or high school equivalency (HSE).	<p>Numerator will include the number of participants in adult/basic education that obtained a HSE or GED during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the total number of adult/basic education participants during the period of 10/1/2023 to 9/30/2024.</p>
Vocational Training	<p>The number and percentage of participants that participate in vocational training and obtain a recognized credential as well as those who become employed.</p> <p>The state will measure the outcome separately for those that receives a credential and for those that gain employment while participating in E&T program.</p>	<p>Credential</p> <p>Numerator will include the number of vocational training participants that obtain a recognized credential and during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the total number of vocational training participants during the period of 10/1/2023 to 9/30/2024.</p> <p>Employment</p> <p>Numerator will include the number of vocational training participants that obtained employment during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the total number of vocational training participants during the period of 10/1/2023 to 9/30/2024.</p>
On the Job Training	The number and percentage of participants that participate in on-the-job training and become employed.	Numerator will include the number of on-the-job training participants that become employed during the period of 10/1/2023 to 9/30/2024.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g., denominator and numerator).
		Denominator will include the total number of on-the-job training participants during the period of 10/1/2023 to 9/30/2024.
Work Based Learning (Other)	The number and percentage of participants that participate in Work-Based Learning and become employed.	<p>Numerator will include the number of work-based learning (other) participants that become employed during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the total number of work-based learning (other) participants during the period of 10/1/2023 to 9/30/2024.</p>
English Language Acquisition/ELA - ADD	<p>The number and percentage if participants that participate in English Language Acquisition and gain a certification and/or become employed.</p> <p>The state will measure the outcome separately for those that receives a credential and for those that gain employment while participating in E&T program.</p>	<p>Certification Numerator will include the number of English Language Acquisition participants that gain a certification during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the total number of English Language Acquisition participants during the period of 10/1/2023 to 9/30/2024.</p> <p>Employment Numerator will include the number of English Language Acquisition participants that become employed during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the total number of English Language</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g., denominator and numerator).
		Acquisition participants during the period of 10/1/2023 to 9/30/2024.
Work Activity or Work Based Learning - ADD	The number and percentage of participants that participate in a Work Activity and become employed.	<p>Numerator will include the number of work activity participants that become employed during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the total number of work activity participants during the period of 10/1/2023 to 9/30/2024.</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.

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.)

Table F.I. 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 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 st 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"/>

Where will the State agency offer qualifying activities?

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

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.

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

How does the State agency identify ABAWDs in the State eligibility system?

How does the State agency identify ABAWDs that are at-risk?

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.

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I program, programs under Section 236 of the Trade Act of 1974, Veteran's employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

What services and activities will be provided through SNAP 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.

What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

To pledge, State agencies must have capacity to offer a qualifying activity 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?

Table F. II. Information about the size of the ABAWD population

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP 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. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. 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. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

Table F. IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

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

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.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job 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.
- **Direct link (applies to SJS only).** 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 are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** 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.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.

- **Criteria for participation.** 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.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
<p>Summary of the State guidelines implementing SJS</p>	<p>Supervised job search (SJS) may take place with an A-RESET case manager or at an A-RESET provider. DHR guidance is that only those participants who are ready to work be placed into this component.</p> <p>The types of activities provided within this component include:</p> <ul style="list-style-type: none"> • Help completing applications • Creating/updating resumes • Providing job referrals • Any other activities that support a participant in becoming employed <p>SJS may only occur at a county DHR office, a contracted partner office, or a subcontracted partner office. A participant may only be in SJS for 90 days.</p> <p>Supervised Job Search can only be done at a state-approved location, which are limited to:</p> <ul style="list-style-type: none"> • County DHR A-RESET offices • Contracted partner offices • Sub-contracted partner offices <p>Only those participants who are assessed as being work ready are placed in this component. If a participant has not found a job after 90 days, a reassessment must be completed to evaluate the work readiness of the participant and if there are barriers preventing success.</p> <p>Participants must be directly supervised in this component. This means that the partner or A-RESET case manager must track and document the activities provided to participants as well as who the participant contacts in the effort to find employment. Both A-RESET staff and partner staff must track and document any of the following activities at least monthly. This is done on the A-RESET Supervised Job Search Form (Appendix E).</p> <ul style="list-style-type: none"> • Time spent assisting participant to complete employment applications. • Time spent assisting participant in creating/updating resumes. • Time spent assisting participant by providing referrals to potential employers. • The number of employer contacts made by the participant based on referrals.

	<ul style="list-style-type: none"> • How any barriers while completing job search were addressed.
Direct link	<p>To ensure a direct link to employment, we have established guidance on the types of participants who are a good fit for this component. This includes a person who is:</p> <ol style="list-style-type: none"> 1. Self-motivated 2. Has skills that can lead to immediate employment 3. Was employed recently 4. Wants to start work immediately and has the skills to get a job right away 5. Independent and can work without direction and support <p>Case managers are instructed to use labor market information and guide any supervised job search efforts towards the jobs that are in demand in the community.</p> <p>E&T providers indicated an increase in participation and funding on their FY24 projections. DHR also onboarded new providers that will offer this component.</p>
Target population	<p>Individuals who:</p> <ul style="list-style-type: none"> • Are ready to work
Criteria for participation	<p>To participate, the individual must meet the following criteria:</p> <ul style="list-style-type: none"> • Work readiness as determined by the assessment, verbal declaration, or case manager assessment • Education is sufficient for most jobs that are available in the area.
Geographic area	<p>Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Chambers, Coffee, Cullman, Dale, DeKalb, Escambia, Fayette, Houston, Jackson, Limestone, Marengo, Marshall, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker</p>
E&T providers	<p>Aid to Inmate Mothers, AL Goodwill industries Birmingham, Build Up, Lifelines Counseling Services, Goodwill Gulf Coast, Jimmie Hale Mission, Salvation Army of Birmingham, That's My Child, WRC, Inc., Family Resources Centers throughout Alabama</p>

Projected annual participation	825
Estimated annual component costs	\$1,254,603.94

Table G. II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	<p>Job retention services help A-RESET participants who have secured employment through participation in an A-RESET component. The goals of job retention are to help the participant:</p> <ul style="list-style-type: none"> • Do well in their job (achieve satisfactory performance), • Retain their job, and/or • Increase their earnings over time. <p>JR must last for at least 30 days and no longer than 90 days. The 30-day minimum is dependent on client willingness to participate.</p> <p>The partner must demonstrate a good faith effort to provide thirty days of job retention services in instances when the participant refuses to participate. Examples of good faith efforts include:</p> <ul style="list-style-type: none"> • Discussing and documenting the 30-day minimum requirement when the component starts • Outlining the steps to be taken for the first 30 days to maintain the job • Making a reasonable number of attempts to contact the participant <p>Job retention is offered for a minimum of 30 days and up to 90 days. Participation in each component is tracked on monthly basis and is based on the start date of the component. The case manager or DHR tracks the start date of Job Retention component to verify that services are only provided for the minimum 30 days, no more than 90 days.</p> <p>Partners indicated an increase participation and funding on their FY24 projections. Additional providers of Job Retention also play a large part in increased projected participation.</p>
Target population	<p>Individuals who</p> <ul style="list-style-type: none"> • Started a job through their participation in another A-RESET component.
Criteria for participation	<p>To participate, the individual must meet the following criteria:</p> <ul style="list-style-type: none"> • Must have started a job through their participation in another A-RESET component.
Geographic area	<p>Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin,</p>

	Barbour, Chambers, Coffee, Cullman, Dale, DeKalb, Escambia, Fayette, Houston, Jackson, Limestone, Marengo, Marshall, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker
E&T providers	Aid to Inmate Mothers, Lifelines Counseling Services, Goodwill Gulf Coast, Hope Inspired Ministries, Salvation Army of Birmingham, That's My Child, WRC, Inc., The Bridge Center, SAFE, Family Resources Centers throughout Alabama
Projected annual participation	919
Estimated annual component costs	\$1,147,367.91

Table G. IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
Description of the component	Self-Employment training is a component that improves the employability of participants by training them to design and operate a small business or another self-employment venture. This component is intended to help individuals with sound business ideas but who lack the skills and knowledge to successfully create and implement a plan for self-employment. The increase in participation in this component is based on increased participation during the latter part of FY 2023 and continued projected increase due to increased promotion of the program.
Target population	ABAWDs and any other work registrant
Criteria for participation	Participants must meet the eligibility criteria for the program, which may include age and education minimum.
Geographic area	Statewide
E&T providers	Troy University
Projected annual participation	40
Estimated annual component costs	\$25,000

Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. *If the State does not plan to offer one of the components in the table, please leave the cells blank.* For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** 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.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** 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.

- **Cost parity:** 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).

Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>Basic/foundational skills instruction (adult education) programs provide academic instruction and educational activities that are below the post-secondary level. The goal of these programs is to increase a participant’s basic and foundational reading, writing, mathematical skills. Many participants are enrolled in this program to participate in training so that they can successfully take the GED exam.</p> <p>Examples of programs include:</p> <ul style="list-style-type: none"> • Basic literacy • Adult Basic Education • High school equivalency (GED, TASC, HiSET). <p>The partner indicated in their FY24 budget projections, an increase in participation and funding of the component.</p>
Target population	<p>Individuals who</p> <ul style="list-style-type: none"> • Need to obtain their GED or who could benefit from GED preparation courses. • Need to improve their basic and foundational reading, writing, and mathematical skills.
Criteria for participation	<p>To participate, the individual must meet the following criteria:</p> <ul style="list-style-type: none"> • Not currently enrolled in high school • Does not currently have a high school diploma or GED • Within the age limits for the programs available in the county • Education levels vary based on program (as determined by TABE). In general, participants must have anywhere from a sixth to twelfth grade education
Geographic area	<p>Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Chambers, Coffee, Cullman, Dale, DeKalb, Escambia, Fayette, Houston, Jackson, Limestone, Marengo, Marshall, Morgan,</p>

	Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker
E&T providers	Build Up, Salvation Army of Birmingham, The Bridge Center, SAFE, Family Resources Centers throughout Alabama, ACCS
Projected annual participation	2857
Estimated annual component costs	\$2,732,023.48
Not supplanting	Several Adult Basic Education providers are non-profit organizations which do not receive federal funds to support this work. ACCS, which does receive federal funding, submits expenditures for reimbursement that are funded with non-federal funds. These are in addition to any federal funds they receive. Adult Ed 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.
Cost parity	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.

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	<p>Career/Technical Education Programs and Vocational Training programs combine education with job training. They provide a direct link from education to a job. Details include:</p> <ul style="list-style-type: none"> • Programs are specifically designed around what local businesses and industries need. • Program must provide a direct link to job-readiness • There must be a clearly defined career pathway, or stackable credentials that can ultimately lead to employment. <p>Partners indicated an increase participation and funding on their FY24 projections. Additional providers of this service were added which also plays a part in increased projected participation.</p>
Target population	<p>Individuals who:</p> <ul style="list-style-type: none"> • Are ready to work

	<ul style="list-style-type: none"> • Are interested in or have a background in the available programs.
Criteria for participation	<p>To participate, the individual must meet the following criteria:</p> <ul style="list-style-type: none"> • Work readiness as determined by the assessment, verbal declaration, or case manager assessment • Education that is sufficient for the program
Geographic area	<p>Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Chambers, Coffee, Colbert, Cullman, Dale, DeKalb, Escambia, Fayette, Houston, Jackson, Limestone, Marengo, Marshall, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker</p>
E&T providers	<p>A Cut Above the Rest Training Facility, Build Up, Salvation Army of Birmingham, SAFE, Family Resources Centers throughout Alabama, AIDT</p>
Projected annual participation	<p>1043</p>
Estimated annual component costs	<p>\$1,219,185.20</p>
Not supplanting	<p>ACCS, which does receive federal funding, submits expenditures for reimbursement that are funded with non-federal funds. These are in addition to any federal funds they receive. Adult Ed 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.</p> <p>All partners except ACCS who provide EPC are non-profit organizations which do not receive federal funds to support this work.</p>
Cost parity	<p>A-RESET is charged the same rate for participants as non-A-RESET participants by all participating partners. Some partners charge for their actual costs, which incorporate all costs for administering the program (both A-RESET and non-A-RESET participants). The partner is only reimbursed for the percentage of the costs that are associated with eligible A-RESET participants.</p>

Table G. VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
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Description of the component	Participants whose first language is not English learn English speaking skills.
Target population	Non-native English speakers
Criteria for participation	
Geographic area	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
E&T providers	SAFE, Family Resource Centers throughout Alabama, ACCS
Projected annual participation	530
Estimated annual component costs	\$149,131.08
Not supplanting	ACCS, which does receive federal funding, submits expenditures for reimbursement that are funded with non-federal funds. These are in addition to any federal funds they receive. Adult Ed 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.
Cost parity	A-RESET is charged the same rate for participants as non-A-RESET participants by all participating partners. Some partners charge for their actual costs, which incorporate all costs for administering the program (both A-RESET and non-A-RESET participants). The partner is only reimbursed for the percentage of the costs that are associated with eligible A-RESET participants.

Table G. IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	

E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	<p>Work readiness training programs may include:</p> <ol style="list-style-type: none"> 1. Employability and soft skills –focused on personal characteristics. 2. Behavioral skills - designed to improve an individual’s interactions with colleagues and supervisors, job performance, and job skills, such as adaptability, integrity, cooperation, and workplace discipline. <p>These programs are designed to improve basic skills or otherwise help improve employability. Additionally, they have a direct link to job-readiness or be a program that involves articulated career pathways or stackable credentials that can ultimately lead to employment.</p> <p>The decrease in participation in this component is indicated by the partner on their FY24 projections but increased the case management costs associated with this component.</p>
Target population	<p>Individuals who:</p> <ul style="list-style-type: none"> • Are ready to work, • Have the academic skills required for the program, • Are interested in or have a background in the program and who need additional skills to successfully be employed in a specific field.
Criteria for participation	<p>To participate, the individual must meet the following criteria:</p> <ul style="list-style-type: none"> • Work readiness as determined by the assessment, verbal declaration, or case manager assessment • Education that is sufficient for the program

Geographic area	Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Chambers, Coffee, Cullman, Dale, DeKalb, Escambia, Fayette, Houston, Jackson, Limestone, Marengo, Marshall, Morgan, Perry, Pike, Randolph, Russell, St. Clair, Shelby, Talladega, Tallapoosa, Walker
E&T providers	Aid to Inmate Mothers, AL Goodwill Industries Birmingham, Build Up, The Foundry, Goodwill Gulf Coast, Jimmie Hale Mission, Salvation Army of Birmingham, That's My Child, WRC, Inc., The Bridge Center, SAFE, Family Resource Centers throughout Alabama
Projected annual participation	1,165
Estimated annual component costs	\$2,282,747.83
Not supplanting	<p>ACCS, which does receive federal funding, submits expenditures for reimbursement that are funded with non-federal funds. These are in addition to any federal funds they receive. The Adult Ed "Ready to Work" program, now called Alabama Career Essentials (ACE, is not part of K-12 in AL and there is no entitlement to services.</p> <p>All partners except ACCS who provide Work Readiness Training are non-profit organizations which do not receive Federal Funds to support this work.</p>
Cost parity	A-RESET is charged by some partners at a per-participant rate, and we are able to verify that the rates are the same across all participants based on proof provided by the partner. Other partners charge for their actual costs, which incorporate all costs for administering the program (both A-RESET and non-A-RESET participants). The partner is only reimbursed for the percentage of the costs that are associated with eligible A-RESET participants.

Table G. XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	

Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

III. 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 – the first group of tables are for activities not subsidized by E&T (e.g., Work-based learning – Internships) and the second group of tables are 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.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** 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.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G. XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	

Projected annual participation	
Estimated annual component costs	

Table G. XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	<p>On-the-job training programs give participants actual job training in a specific job position. Details include:</p> <ul style="list-style-type: none"> • Program operates at a location that has been approved by the Alabama Department of Commerce. • Program may be with an employer or a registered apprenticeship program. It may also be arranged within the private for-profit sector, the non-profit sector, or the public sector • Participant may receive a wage while participating in the hands-on training. • Labor standards apply • Assignments may not replace the employment of a regularly employed individual. • Assignments must provide the same benefits and working conditions provided to regularly employed individuals performing similar work for equal hours. <p>Participation in On-the-job training programs are those which provide job training from employers. 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</p>

	<p>participant to become proficient in the occupation being trained, which should not exceed 6 months. The program may include job search, internships, pre-apprenticeships, customized training, transitional jobs, incumbent worker training, and other on-the-job training program. After the completion of work readiness/soft skills training and/or confirmation of previous work experiences a participant will be match/ placed with a company in their preferred career path. E&T providers that offer OJT will ensure participants are getting real world work experience which is directed by companies. This ensures job retention by honing skills according to the needs on the job and these are best conveyed directly by the employers. E&T providers offer programs that utilize numerous employer partners throughout multiple communities to train participants in jobs that lead to sustained, middle wage work.</p> <p>E&T providers indicated an increase in participation and funding on their FY 24 projections.</p>
<p>Target population</p>	<p>Individuals who:</p> <ul style="list-style-type: none"> • Are ready to work and can demonstrate the skills needed to be successful in the job • Are interested in the field where OJT is available, and committed to doing good work • Can demonstrate a good attitude and a variety of communication and other soft skills that are needed for the workplace
<p>Criteria for participation</p>	<p>To participate, the individual must meet the following criteria:</p> <ul style="list-style-type: none"> • Work readiness as determined by the assessment, verbal declaration, or case management assessment • Education that is sufficient for the program • Interest and background in the available programs
<p>Geographic area</p>	<p>Calhoun, Dallas, Elmore, Jefferson, Lee, Lowndes, Madison, Mobile, Montgomery, Tuscaloosa, Wilcox, Autauga, Baldwin, Barbour, Chambers, Coffee, Cullman, Dale, DeKalb, Escambia, Fayette, Houston, Jackson, Limestone, Marengo, Marshall, Morgan, Perry, Pike, Randolph, Russell, Shelby, Talladega, Tallapoosa, Walker</p>
<p>E&T providers</p>	<p>Build Up, That's My Child, WRC, Inc., SAFE, Family Resources Centers throughout Alabama</p>
<p>Projected annual participation</p>	<p>358</p>

Estimated annual component costs	\$611,667.27
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Table G. XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G. XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	<p>Work Based Learning (other) gives participants work experience and/or training to help them move into regular employment. The primary activity is a combination of both classroom and on-the-job training.</p> <ul style="list-style-type: none"> • Some programs may include work readiness training in their overall curriculum. • Some programs may place a participant into a volunteer opportunity. This should only be selected if it is necessary to help the participant maintain their eligibility until they find employment or are enrolled in another countable component. Volunteering is only allowed when it will equip the participant for a future job or career. • DHR offers Work-Based Learning (other) component through work-based learning opportunities with Hope Inspired Ministries (HIM). HIM subcontracts under United Ways of Alabama. The goal of this service is to provide participants with the necessary skills to secure permanent unsubsidized employment and to maintain such employment. HIM offers more than 300 hours of training curriculum. During the first six weeks, students learn soft skills, employment skill, computer skills, behavior and character skills that will enhance their

	<p>ability to obtain, maintain and excel at employment. In addition, students learn timeliness, problem solving, critical thinking and conflict resolution techniques, and case management. Based on information gathered during the first six-weeks, students are partnered with a local business for a three-week, 120-hour, unpaid internship. The internship allows students to take what is learned in the classroom and apply it to actual work environments. Students are evaluated during this time for timeliness, behavior, teamwork, and conflict resolution. Students are provided guidance from the employer and expected to perform as any other employee. In many cases, the local business may permanently hire the students upon internship completion based on job performance. If permanent placement is not made with that employer, HIM continues to work with the participant to secure employment. HIM also provides ongoing aftercare and case management services for participants to help maintain employment or find better opportunities.</p> <p>The partner indicated in their FY24 budget projections, an increase in participation and funding of the component.</p>
<p>Target population</p>	<p>Individuals who:</p> <p>Can demonstrate the skills needed to be successful in the job, including a good attitude, a commitment to doing good work, and</p> <ul style="list-style-type: none"> • Are interested in the field where WBL-O is available • Are committed to doing good work and demonstrates a good attitude • Demonstrate a variety of communication and other soft skills that are needed for the workplace • Are committed to staying sober (if substance abuse is identified on the assessment)
<p>Criteria for participation</p>	<p>To participate, the individual must meet the following criteria:</p> <ul style="list-style-type: none"> • Low work-readiness skills • Limited or poor education • Chronically unemployed

Geographic area	Montgomery, Lowndes, Jefferson, Cullman, Dallas
E&T providers	Hope Inspired Ministries (UWAL)
Projected annual participation	420
Estimated annual component costs	\$522,756.17

Subsidized WBL Components

For assistance with developing the State’s E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** 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.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.

- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g., 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G. XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA- SUB)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	

Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G. XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G. XXIII. Subsidized Work Experience: Work-based learning - Other -Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

N/A

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.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	Alabama Community College System
Service Overview:	The Alabama Community College System (ACCS) provides a variety of adult basic education and career/technical education programs for Alabamians. Adult basic education programming help adults improve their basic skills and education so that they can successfully obtain a GED. Career/technical education programs will help adults get a certificate in on-demand careers and jobs. As an intermediary, ACCS provides oversight of subcontractors, programmatic and fiscal. They disseminate information to all subcontractors to ensure each is adhering to A-RESET policies and procedures.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Career/technical education, adult basic education, work readiness training.
Credentials Offered:	Certificates and credentials offered include but are not limited to: GED, LPN, CNA, WorkKeys, Alabama Manufacturing Skill Standards Certificate (MSSC)
Participant Reimbursements Offered:	None
Location:	Calhoun, Dallas, Elmore, Houston, Jefferson, Lee, Limestone, Lowndes, Madison, Mobile, Montgomery, Talladega, Tuscaloosa, Washington, Wilcox, Autauga, Baldwin, Barbour, Butler, Clarke, Chambers, Coffee, Colbert, Conecuh, Cullman, Dale, DeKalb, Escambia, Etowah, Fayette, Jackson, Marengo, Marion, Marshall, Morgan, Monroe, Perry, Pike, Randolph, Russell, Shelby, St. Clair, Tallapoosa, Walker

Contract or Partner Name:	Alabama Community College System
Target Population:	Individuals who are ready to work and those who need help with getting their GED.
Monitoring of contractor:	DHR will perform scheduled fiscal and programmatic monitoring based on the FNS SNAP ME schedule.
Ongoing communication with contractor:	DHR will conduct site visits, monthly conference calls, and virtual training with ACCS as needed
Total Cost of Agreement:	\$2,459,436
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I. II. Contractor/Partner Details

Contract or Partner Name:	United Ways of Alabama
Service Overview:	<p>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.</p> <p>As an intermediary, UWAL provides oversight of all subcontractors, both programmatic and fiscal. They distribute A-RESET information to all subcontractors to ensure they are adhering to all A-RESET policy and procedures.</p>
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Retention, Adult Basic Education, Work readiness training, on-the-job training, vocational training, work-based learning
Credentials Offered:	UWAL subcontractors provides specific certifications in OSHA, Forklift, High School Equivalency, CNA, Microsoft, Safe Serve, Pharmacy Tech, CDL, Computer Coding, Conversational Spanish, and others.

Contract or Partner Name:	United Ways of Alabama
Participant Reimbursements Offered:	All participant reimbursements that are allowable for SNAP E&T. These include, but are not limited to: transportation, clothing, eyeglasses, interview outfits, IDs, work clothes, books, and materials for work/training.
Location:	Talladega, Coffee, Chambers, Dale, Houston, Tuscaloosa, Jefferson, Elmore, Marshall, DeKalb, Mobile, Baldwin, Pike, Shelby, Randolph, Lee, Tallapoosa, Russell, Dallas, Madison, Autauga, Escambia, Walker, Morgan, Perry
Target Population:	Individuals who are ready to work and who need basic education skills.
Monitoring of contractor:	DHR will perform scheduled fiscal and programmatic monitoring based on the FNS SNAP ME schedule.
Ongoing communication with contractor:	DHR will conduct site visits, monthly conference calls, and virtual training with United Ways of Alabama as needed
Total Cost of Agreement:	\$5,145,456.80
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	Sylacauga Alliance for Family Enhancement, Inc. (SAFE)
Service Overview:	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. As an intermediary, SAFE provides oversight of subcontractor, programmatic and fiscal. They disseminate information to all subcontractors to ensure each subcontractor is adhering to A-RESET policies and procedure.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Contract or Partner Name:	Sylacauga Alliance for Family Enhancement, Inc. (SAFE)
Components Offered:	Adult basic education, Supervised job search, work readiness training, job retention.
Credentials Offered:	Some examples of certifications offered by SAFE subcontractors include GED, forklifting, Work Keys, and others.
Participant Reimbursements Offered:	All participant reimbursements that are allowable for SNAP E&T. These include, but are not limited to: transportation, clothing, eyeglasses, interview outfits, IDs, work clothes, books, dependent care, and materials for work/training.
Location:	Lee, Russell, Chambers, Coffee, Dallas, Elmore, Madison, Huntsville, Marshall, Autauga, Escambia, Jefferson, Dale, Morgan, Marion, Houston, Talladega, Pike, Shelby, Limestone, Mobile, Tuscaloosa, Tallapoosa, Randolph, Lowndes, Wilcox, Montgomery, Madison, Jackson, Dekalb, Calhoun, Fayette, Walker, Cullman, Houston, Perry, Marengo, Mobile, Baldwin,
Target Population:	Individuals who are ready to work and who need basic education skills.
Monitoring of contractor:	DHR will perform scheduled fiscal and programmatic monitoring based on the FNS SNAP ME schedule.
Ongoing communication with contractor:	DHR will conduct site visits, monthly conference calls, and virtual training with SAFE as needed
Total Cost of Agreement:	\$2,777,950
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I. IV. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	

Contract or Partner Name:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>15 County staff at 50% Admin, 8 counties and 5 state staff at 100%. 20 additional counties at 50% and 8 more staff at 100% 50% staff</p>
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>FICA = 7.65%, Health Insurance = \$970 per person per month, UC = .06%, Retirement = 16.00%</p>
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>100% contract = \$564,270. 50% contracts = \$10,632,232. 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>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>N/A</p>
<p>Materials: Describe materials to be purchased with E&T funds.</p>	<p>Supplies for County offices for ink and paper to assist client resumes. Marketing boards and other supplies</p>
<p>Travel & Staff Training: 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.</p>	<p>Staff travels to meet with contractors and state staff required to attend local and regional meeting</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	<p>N/A</p>
<p>Equipment & Other Capital Expenditures: 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.)</p>	<p>N/A</p>

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 as such is required to submit a Public Assistance Cost Allocation Plan. Section B – Operating budget includes an estimated amount for FY 2023 PACAP results. An approval letter for that 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 10% for FY 2024
Total = \$1,210,000 Fed Share = \$605,000