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A. Cover Page and Authorized Signatures

State: Washington

State Agency Name: Basic Food Employment And Training

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): 08/15/2024

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

Name	Title	Phone	Email
Brice Montgomery	Interim Director, CSD	360-485-2858	Brice.montgomery@dshs.wa.gov
Aman Joshi	BFET Administrator	360-926-5770	Aman.Joshi@dshs.wa.gov
Felicia Talbott	Lead Program Manager, BFET	360-764-9557	Felicia.Talbott@dshs.wa.gov
Jie Tang	Director, DFFR	360-819-7821	Jie.Tang@dshs.wa.gov
Tameka Maxwell	Federal Accounting & Reporting Manager	N/A	Tameka.Maxwell@dshs.wa.gov
Anni Smith	BFET Lead Grant Accounting Manager	360-819-0075	Anni.Smith@dshs.wa.gov

Certified By:




State Agency Director (or Commissioner)

8/14/2024

Date

Certified By:



State Agency Fiscal Reviewer

8/14/2024

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
BEaA	Basic Education for Adults
BFET	Basic Food Employment & Training
CBO	Community Based Organization
CCSP	Child Care Subsidy Program
CFR	Code of Federal Regulations
CSD	Community Service Division
CWRN	Consolidated Work Requirements Notice
DSHS	Department of Social and Health Services
E&T	Employment and Training
EcSA	Economic Security for All
eJAS	Electronic Jobs Automated System
ESA	Economic Services Administration
ESD	Employment Security Department
ESL	English as a Second Language
FNS	Food and Nutrition Service
FTE	Full Time Employee
FY	Fiscal Year
GA	General Assistance
GED	General Education Diplomas
HUD	Department of Housing and Urban Development
IEP	Individual Employment Plan
ITO	Indian Tribal Organization
JR	Job Retention
JST	Job Search Training
LPA	Local Planning Area
ORIA	Office of Refugee and Immigrant Assistance
SBCTC	State Board of Community and Technical Colleges
SET	Self-Employment Training
SJS	Supervised Job Search
SNAP	Supplemental Nutrition Assistance Program
SWBL	Subsidized Work Based Learning
TANF	Temporary Assistance for Needy Families

Washington FFY25 State Plan

Acronym	Acronym Definition
USDA	United States Department of Agriculture
WAC	Washington Administrative Code
WBL	Work Based Learning
WDC	Workforce Development Council
WIOA	Workforce Innovation and Opportunity Act
WTECB	Workforce Training and Education Coordinating Board

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

- a) 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.

The Basic Food Employment and Training (BFET) program is Washington State's Supplemental Nutrition Assistance Program (SNAP) employment and training program. Washington's vision is to transform lives by providing protective factors that build foundations and pathways out of poverty. The program's mission is to assist Basic Food recipients to achieve their full potential by encouraging economic well-being through skill acquisition, education and gainful employment.

The Community Services Division (CSD) within Washington State's Department of Social and Health Services (DSHS), Economic Services Administration (ESA) administers the BFET program through contracted services with community-based organizations (CBOs), community and technical colleges, and tribes. BFET plays an important part of Washington State's comprehensive workforce development systems serving the needs of low-income individuals, displaced workers, and employers.

The BFET program provides opportunities for eligible SNAP recipients to achieve their full potential, through access to employment and training activities and services. BFET contractors deliver services with program guidelines outlined in the Washington Administrative Code (WAC) 338-444-0015 and 388-444-0025, contracts, BFET Providers Handbook, BFET Participant Reimbursement Directory, and the BFET website.

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

Washington State directly administers the BFET program at the state level.

- c) (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.

N/A

- d) 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.

Washington's BFET program is voluntary. BFET providers are located throughout the state. Strategic growth has been focused on reaching out to rural areas and areas with little to no BFET services. BFET has created a method of collaborating with interested prospective providers, including assessing whether providers have BFET-like services and local match funding. This method allows the prospective partners and BFET policy staff to determine if the agency will be a good fit for the program.

- e) Provide a list of the components offered.

- Job Search Training
- Supervised Job Search
- Life Skills
- Basic Education
- English Language Acquisition
- Integrated Education and Training
- Vocational Education
- Work Based Learning
- Job Retention

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

Washington Administrative Codes (WAC) for BFET:

- [WAC 388-444-0015](#): How can the basic food and employment program (BFET) help me find work?
- [WAC 388-444-0025](#): What support services may the basic food employment and training program pay to help me participate?
- BFET Website: [Basic Food Employment & Training \(BFET\) | DSHS \(wa.gov\)](#)

BFET Provider Handbook: [BFET Provider Handbook](#)

II. Program Changes

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

- a) 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 as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

- Under the Reinvest WA initiative, we have eight 100% state funded providers. Six of these providers are also existing 50/50 BFET providers and these additional funds increase their capacity to serve more clients. We have two new providers, WorkSource Central Basin and WorkSource Clallam which will be solely 100% funded through Reinvest WA.
- We are also offering new limited 100% State funds for FFY25. These funds are aimed at providers who experience challenges in providing match funding or are enhancing their internal systems to better provide E&T services. The providers awarded the funds for FFY25 are the following: Valeo Vocation, People For People, Adonai, Career Path Services, FareStart, Opportunity Council, TRAC Associates, Spokane Workforce Development Council, and WorkSource sites in Colville, Yakima, Okanogan, Walla Walla and Vancouver.

b) 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 as a result of E&T outcome and participation data.

With the new direct referral process implementation July 1, 2024 we anticipate an increase in BFET referrals based on an average of 720 unduplicated referrals a month for approximately 8,641 for FFY25. With the additional funding from Reinvest WA and the additional limited 100% state funds, providers will have added resources to serve the BFET clients.

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.

- a) **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 Washington State workforce development system is a collaborative partnership between state agencies and organizations that include:

- Employment Security Department (ESD)
- Department of Commerce
- State Board of Community Technical Colleges (SBCTC)
- Office of the Superintendent of Public Instruction (OSPI, serving K-12)
- Department of Social and Health Services (DSHS)
- Workforce Development Councils (WDC)
- Workforce Training and Education Coordinating Board (WTECB or Board)
- Various businesses, labor and job-seekers, constituents, local elected officials, and the and community based partners

WTECB is structured as a tripartite board with representation from business, labor, and government. The Board is federally approved as a WIOA board. While the structure is not WIOA compliant, the Board and its composition was approved and grandfathered in during the Workforce Investment Act (WIA) to WIOA transition. The DSHS Secretary has a nonvoting seat on the Board. Each of the 12 Workforce Development Councils (WDCs) is headed by a Board, structured to be WIOA compliant or with structure approved with a waiver based on local need and status.

CSD has formally appointed, local representatives to liaise with each of the WDCs to represent the interests of the customers served, including Temporary Assistance for Needy Families (TANF) and BFET customers. Many of these representatives hold voting seats on the Boards. Washington State has developed a WIOA Combined Plan, entitled, "Talent and Prosperity for All," to create a common vision for workforce development vision, structure, priorities and strategies. This plan serves not only as the WIOA state plan, but as the overarching workforce development plan for the state. BFET is included as a voluntary partner in the plan.

Employment Security Department (ESD) conducts labor market research for the state, and maintains publicly accessible, current list of in-demand occupations and those in decline. Demand occupations and sectors are determined regionally, and updated quarterly. All allowable WIOA training activities must be in alignment with this data, ensuring that program participants receive training resulting in skills that make them eligible to be hired in local, in demand sectors and occupations. Each of the 12 WDCs publish on their websites the local in-demand sectors and industries, and their local area/regional priorities. Workforce development partners, including BFET providers, have access to this data and use it to inform program and practice used to inform clients find high-demand employment.

Many BFET Providers convene in Local Planning Area meetings or BFET only provider lead meeting to collaborate and discuss their programming for the needs of their specific communities. DSHS supports this effort by attending the meetings as a resource for any policy questions, comments or program improvements.

Following a recent consultation with John Traugott about WDCs, Economic Security for All (EcSA), and BFET, we've developed a positive and collaborative approach to enhance our efforts. We will ensure our diverse network of non-profit providers is fully integrated into coordination efforts, addressing any applicable political sensitivities with local providers and WDCs to foster a cooperative environment. We plan to start with WorkSource centers, evaluating the impact on our existing ESD partnerships, and will seek detailed proposals from WWA/WDCs. We plan to encourage WDCs and WorkSource partners to utilize EcSA funds for BFET, building on the current involvement of WDCs and WorkSource centers. Additionally, we will review the requirements for more WDCs to become BFET providers and conduct a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis on coordination models. With these strategies, we are optimistic about strengthening the program and achieving positive outcomes for all involved.

b) 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.

NA

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.

c) 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.

As part of the FY24 budget, the Governor and Legislature approved an expansion of the State EcSA program. In addition to the \$6.2 million base EcSA package, the budget also allocated \$2.6 million for individuals above 200% of the FPL but at risk of falling below. In FFY25, we plan to encourage WDCs and WorkSource partners to utilize EcSA funds for BFET, building on the current involvement of WDCs and WorkSource centers.

In their new contracts, Workforce Development Council's may enroll and serve up to 15% individuals who are over 200% of the Federal Poverty Line (FPL) though who are at risk of dropping below.

Washington state currently collaborates with the three WDC providers with subcontractors.

- Seattle King WDC, located in downtown Seattle, offers services throughout the King County region. Seattle King WDC covers a diverse population: individuals who are low income, young adults, justice involved individuals, veterans, individuals in substance use recovery, and immigrants. Seattle King WDC assist clients in providing financial support for training, clothing, and other essential work needs. All clients receive a full range of case management and employment services such as but not limited to life skills training, career planning, job search and job retention services.
- Southwest Washington WDC, located in the Pacific Cascade region, offers services in Clark, Cowlitz and Wahkiakum counties. Southwest WDC offers EcSA or Thrive supports a long-term, systemic approach to helping the individuals living in economically marginalized areas of SW Washington move out of poverty. Thrive partners collaborate to serve the communities with the highest rates of unemployment and economic marginalization with training and support services to gain employment at 200% above the Federal Poverty Level (FPL). Thrive Subrecipients work collaboratively with community partners to

recruit and enroll eligible participants between the ages of 18-64 with household income below 200% FPL living in SW Washington. Thrive holistically helps people to fully engage in a successful training and/or job search that leads to higher wages employment that led to Self-Sufficiency.

- Spokane Area WDC serves all of Spokane County. BFET services are provided by subcontractors at the Next Generation Zone including: Career Path Services, Goodwill Industries of the Inland Northwest, and North-East Washington Education Services District 101 (NEWESD101). Young adults disconnected from school and the workforce can access High School Equivalency classes and testing, career guidance, and employment experiences. In addition, the 21st Century Skills Academy, provides an 8-day course that provides, teaches life skills and job search training, including assessments, financial literacy, interviewing, résumé writing, and other essential skills for young adults as they enter the workforce.

d) **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).

BFET activities are structured to be provided in partnership with Title I programs under WIOA. Each program has its own eligibility criteria, which must be met by the participants. Many of the BFET providers are also WIOA service providers, increasing the likelihood of collaboration for the benefit of the participant. WIOA service providers coordinate referrals of BFET clients to WIOA programs. SNAP eligibility is an element of automatic WIOA eligibility. This allows for opportunities to structure and integrate services to provide comprehensive supports to help customers move more effectively through education, training, and employment pathways.

WIOA activities can include: life skills, supervised job search, job search training, basic education, vocational education, work based learning, and support services for job retention and wage progression. Alignment within the partnerships varies in local regions based on the where contractors situated in the respective regions.

Several BFET partners receive WIOA Title 1 funding and have the ability to braid those funds and provide additional resources and fill gaps where BFET funds are not available.

BFET initially contracted with a few WDCs in FFY20 and continues working to expand these partnerships.

Additionally, DSHS convenes a cohort of local leadership appointed to each of the 12 WDCs, and BFET programming is a standard agenda item for monthly

meetings. BFET staff attend and provide information, as well as receive information about WIOA related work in local areas.

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.

The BFET program coordinates with TANF efforts in a variety of ways. Many of our BFET providers also hold a TANF service contract. These providers create internal agency processes for transitioning participants between programs. This allows transition between program funding streams to be seamless for the participants.

TANF applicants receive information on BFET services during the application process. In addition, eligibility staff counsel applicants on how BFET can be another pathway to finding employment and training while not using their limited TANF months.

DSHS uses the Electronic Jobs Automated System (eJAS) to track case management services for both BFET and TANF participants. The eJAS system helps BFET providers determine if clients are SNAP E&T eligible.

Using the same system for both TANF and BFET allows providers to keep working with the same client and see the history of participation.

Both TANF and BFET providers participate in regional and local planning area (LPA) meetings. LPAs provide an opportunity for community providers to understand program services, provider updates, current challenges and upcoming initiatives. These meetings create space to intentionally collaborate. LPA membership consist of:

- Community Service Offices (local DSHS staff)
- Department of Commerce
- State Board of Community and Technical Colleges
- Employment Security Department's WorkSource staff
- BFET contractors
- Other community partners

e) **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 BFET program coordinates with several other programs, which include:

- **Division of Vocational Rehabilitation** - Provides employment and counseling services to individuals with disabilities that want to work but have a few barriers.
- **Division of Child Support** - Offers employment and training services through their statewide initiative, Alternative Solutions Program. This program helps parents find resources to help support their economic wellbeing. Participants who enroll in the Alternative Solutions work with a case worker to develop an action plan;
- **Employment Pipeline** - A DSHS-administered program that employs navigators to quickly connect individuals receiving DSHS services to livable wage employment opportunities. Navigators work with local workforce development partners and WorkSource staff to identify opportunities that fit the job seeker's skill level, and interest. Navigators provide up to one year of post-employment support to help maximize better job retention outcomes for newly hired individual.
- **Office of Refugee and Immigrant Assistance** - Offers employment services and English language training to adult participants with the Limited English Proficiency (LEP) program. This programs mirrors the BFET program, however focuses on employment and training services to refugees and immigrants.
- **Department of Corrections** - Several BFET providers focus on re-entry services. Many work in collaboration with this department to help with transitioning from correction related to community programs.
- **Building Evidence on Employment Strategies Research Project:** The U.S. Department of Health and Human Services launched the BEES project to evaluate the effectiveness of innovative programs designed to boost employment and earnings among low-income Americans. In Washington State the projects are being led by MEF Associates and is called "Fast Track to Employment." The Fast Track to Employment program pilot provides intensive case management and employment services to eligible participants with the Individual Placement and Support (IPS) service model through local providers in Cowlitz, Lewis, Spokane, and Snohomish counties. Their target participants are ABAWDs or those on TANF. DSHS has been an ongoing collaborator with MEF as they developed their program and market to potential participants.

Fast Track is considered an approved program for ABAWDs working toward their 80 hours a month.

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.

a) 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 located 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.)*

b) Name the ITOs consulted.

Washington currently consults with the following tribal organization to deliver BFET services.

- **Northwest Indian College:** Located in the northwest corner of Washington, this college provides vocational education through BFET for basic food recipients enrolled in their college and has done so for twelve years. NWIC campus sites are located in six Washington State reservation sites. Each campus is an extension of their main campus in Bellingham. Northwest Indian College (NWIC) successfully continues to provide an E&T program to the clients they serve. NWIC has a strong commitment to equity, diversity, access and inclusion by striving to create an environment of mutual respect. NWIC has incorporated a new high wage high demand component into their proposed FFY25 plan under the Vocational Education component. To ensure the clients they serve that are interested in these areas are fully trained and have the opportunity to obtain as livable wage.

BFET program staff regularly attend quarterly 7.01 tribal meetings, the Indian Policy Advisory Committee meetings, and various tribal councils throughout the year. Participation in these meetings is an efficient way to address Tribe's questions and

identify needs for follow up support. With current providers as well as with those that express new interest in the program, BFET presentations are available at any time. This has proven to be an effective method of outreach for new and existing tribal partnerships and improves access to BFET

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

- **Contracts** – Contract language is written with specific tribal language, which reflects the government-to-government relationship.
- **Service Population** – Tribal partner decides their BFET participant eligibility requirements. This may include serving only tribal members or to all individuals residing on their reservations.
- **Intentional and Ongoing Communication** – Transparent communication with tribal partners is important in recognizing the government to government contractual relationships.
- Washington State BFET Program Managers consults with tribal organizations to share information about BFET Services, by completing the following:
 - Reviewing an annual invitation to submit a BFET Application Packet from current and newly interested ITOs. This process begins in May with various dates until the FFY contract is executed. The application packet includes a request for a proposed budget amount and additional required documents needed from our internal fiscal and contract partners.
 - Once the FFY contract is executed effective, consultation, support and discussions continue throughout the FFY year in various forms from all Washington DSHS/BFET Program & Policy, Operation, Fiscal and Contracts Staff. These consultations can be held virtually, by phone or in person. These meeting dates and times varies with consultation provided as needed to include but no limited to:
 - Individual quarterly provider meetings
 - Quarterly provider meetings in December, March, June and September.
 - Invoice and Billing
 - Contract review
 - Annual BFET Training Forum, typically between May-August
 - Quarterly BFET Fiscal Meetings in December, March, June and September
 - Annual Contract Monitoring
- Northwest Indian College (NWIC) promotes Indigenous self-determination and knowledge. Continued partnership with BFET help this college's students acquire and demonstrate knowledge, skills and abilities that strengthen personal and tribal identity. NWIC has provided a success story of an E&T

participant that graduated from their program with a result of obtaining full-time employment within their agency.

BFET program staff regularly attend 7.01 tribal meetings, the Indian Policy Advisory Committee meetings, and various tribal councils throughout the year. Participation in these meetings are an efficient way to address Tribes questions and identify needs for follow up support with current providers as well as with those that express new interest in the program. BFET Presentations are available at any time, to provide information on services and partnership opportunities. This has proven to be an effective method of outreach for new and existing tribal partnerships and improves access to BFET.

d) **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.

a) 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)(i)

Combination of mandatory and voluntary

b) The State agency serves the following populations (*check all that apply*):

Applicants per 7 CFR 273.7(e)(2)

Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)

Categorically eligible households per 7 CFR 273.2(j)

c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

- Yes
- No

VI. 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)).

- a) 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.)

Washington State is a voluntary state and exempts all work registrants.

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

When the state legislature makes a change that would affect our status as a voluntary state.

- c) 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: Click or tap here to enter text.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units 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.

- a) 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.

DSHS Community Services Division (CSD) administers SNAP E&T, known as Basic Food Employment and Training (BFET). CSD also administers SNAP certification, however, there is a specific BFET unit that oversees the SNAP E&T program statewide. The BFET team is operated as policy and operational functionalities and are responsible for contracting, monitoring, automation systems training as well as additional support from our contracts team to ensure contracts are legally and technically sufficient. Office of Refugee & Immigrant Assistance (ORIA) administers a BFET program and Division of Finance and Financial Resources (DFFR) oversees accounting on all BFET grant management. The BFET team is also responsible for policy and procedure development for the program including, though not limited to, creating and managing WAC, internal staff trainings and procedures, as well as maintaining external materials for providers.

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

The BFET Administrator is in frequent contact with the SNAP (Food) Policy Leadership as part of normal business team meetings. SNAP policy changes and clarifications are subject to workgroups or collaboration from each team. CSD also uses a variety of methods to keep all staff up to date with changes, including but not limited to, all-staff emails, memos, announcements on SharePoint, biweekly policy calls, manual updates, website updates, and multiple policy-related committees.

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.

The primary data share method between DSHS and BFET partners is the electronic Jobs Administration System (eJAS). This system includes information on participant demographics, component activities, and estimated hours of participation, to include case notes about progress. Office of Refugee Immigrants Administration (ORIA), Temporary Assistance For Needy Families (TANF) and other programs including BFET, are using eJAS with a human centered approach and are able to see a participant's individual journey and past participation.

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.

eJAS tracks BFET participant's active and historic components with all providers, estimated participation hours, reimbursements, and case notes to capture progress.

BFET has created a function in eJAS to track referrals made by the state to providers, and includes tracking provider determinations.

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

New policies and procedures are communicated in multiple ways to BFET providers, which include:

- 1:1 Partner meetings
- Emails/Phone calls
- Policy memos

- Quarterly meetings
- Community meetings –presentations
- Stakeholder communication from Director
- BFET Trainings and/or Forum opportunities
- Contracts
- BFET Provider Handbook
- ABAWD Public website
- DSHS Social Media

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.

CSD uses DSHS’s risk management tool to determine if a contract is considered low, medium or high risk on an annual basis and prior to contract execution. Historically, BFET provider contracts fall into either low or medium risk categories due to the funding levels and services provided. Medium risk contracts must be monitored once during the contract performance period. High risk contracts must be monitored twice.

Based on pre-determined risk levels, the BFET monitoring team creates a schedule to monitor providers between February and June of the federal fiscal year and are typically in person. The monitoring team notifies providers of their contract monitoring including the day monitoring will take place, a list of randomly pulled client files that will be reviewed during the monitoring visit, as well as required fiscal documents. Prior to the monitoring, providers are given an assessment to gather details on how they provide services required in the contract, data security, and other state and federal rules.

During the monitoring, the assessment, program performance, client files, fiscal back up documents and more are reviewed and discussed. After the meeting, the BFET monitoring team prepares a monitoring report. If the provider has any findings, the provider is instructed to respond with a Corrective Action Plan (CAP) to address the findings within 30 days. Corrective Action Plans are reviewed by the BFET Program and finalized as accepted plans, or returned to provider for continued work until acceptable plans are submitted.

Additionally, routine auditing also happens by way of:

- Case note audits

- Quarterly Performance check-ins
- Invoice tracking and approval

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).

Washington state monitors the performance of our providers in a number of ways:

- **Case note audits** – The BFET team reviews a percentage of each provider’s caseload monthly to ensure the required number and quality of case notes are provided. Both providers and program managers receive this feedback.
- **Enrollment numbers** – Exhibit C of the BFET contract lists the provider’s expected quarterly enrollment. Program managers track enrollments and check in with providers throughout the year to make sure they are on track. If needed, a contract amendment may be performed.
- **Component Closure Reasons** – Tracking activity trends with completed “successfully” versus closing due to “loss of contact” or “incomplete”.
- **Employment data** – Providers enter participant employment information in eJAS. Program managers pull reports to track this against the Exhibit C expected performance.
- **BFET Referral reports** – The BFET Team reviews and maintains a referral system in eJAS. Data is analyzed for improvements in engagement with potential participants.

CSD also tracks BFET program performance by using Unemployment Insurance Wage Data provided by ESD. This data provides participant employment and illustrates career trajectory, showing employment engagement three quarters following a participant’s exit from BFET. Although this data has a three quarter delay, it provides accurate long term data.

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.

During SNAP eligibility application and review interviews, the last step of our Automated Client Eligibility System (ACES) is the Work Registration page. State eligibility workers must use all of the information they have gathered over the course of the interview (student status, employment history, disabilities, etc.) to make work registration decisions. State eligibility workers then enter in the work registration status for the client on this screen. The computer program will assist, suggesting specific codes if certain parameters in the case are met; for example if the client is a student or if they have a disability. State eligibility workers use the Work Registration desk aid to assist them in making a determination.

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.?

Eligibility staff complete the work registrant status field in ACES with the appropriate work registration indicator based on the information provided during the interview and application, or eligibility review forms. This process completes the registration for the nonexempt individual.

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

At application, recertification, and a change resulting in a recipient becoming a work registrant, eligibility staff will provide information on work registration requirements and penalties through an oral script. The Barcode system will retain a copy of the oral script in the head of household's record as proof that the script was read. A written Work Registration consolidated notice listing all household members, their work status, and requirements is sent out automatically to the household.

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.)

Washington State eligibility workers ask five screening questions in the Barcode system:

1. Are you currently seeking employment or want help finding a job?
2. Would you be able to work at least 20 hours per week?
3. Are you interested in any education or training?
4. Are you interested in getting a high school diploma, high school equivalency or English as a second language (ESL) Classes?
5. Are you interested in getting a degree, or certification or other specialized training to increase your employability?

Each answer to the questions goes into a decision tree within eJAS to correlate with specific activities.

For example, a yes response to question four would correlate to providers who have vocational education, basic education or LEP activities?

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 staff ask the client screening questions at application and recertification when the head of household is present either on the phone or in person. This information is entered into ACES.

Based on the answers provided, the system will generate a list of BFET providers that offer the corresponding component activities in the client's area of residence.

The household will receive a written notice with the providers they expressed interest in, along with contact information for the provider. The client is responsible to contact the BFET provider.

Automation of the referral process to inform BFET providers electronically through the eJAS system is planned for implementation in FFY 24.

(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.

BFET allows reverse referrals in the way of BFET providers assessing walk-in clients.

In the case of any SNAP recipient, the client may request services from a BFET provider. The BFET provider then screens the client for appropriateness for participation in the BFET program and verifies eligibility for BFET via eJAS, prior to enrollment into program. On the first business day of each month, DSHS runs a BFET auto-enrollment report of the previous month and cross-matches clients with DSHS

BFET referrals. DSHS Eligibility staff reviews the BFET provider enrollments for appropriateness and documents DSHS approval.

Providers are required to complete an orientation process with clients that includes determining their suitability for SNAP E&T. With client permission, the provider can use the client's client ID or Social Security Number to look up the SNAP E&T eligibility in eJAS. The provider will receive a message regarding the client's eligibility for SNAP E&T. Below are samples of the messages:

- Client eligibility for SNAP E&T, in the eJAS case management system. The provider receives information about the client such as: Client is eligible.
- Client is open on TANF and therefore not eligible.
- Client is not eligible.
- Other error codes that the provider may need to reach out to our agency staff to identify if the client is eligible.

If the client is eligible and would like to proceed the provider moves forward with electronic enrollment. Once enrollment is created in eJAS, eligibility workers can view the client's status in BFET, as needed. No further action is taken by state eligibility workers unless there is a change in status.

For students, this process may be slightly different as the client will not appear to be "active" and "eligible" in eJAS for providers to enroll clients into BFET.

DSHS has a form, *Referral to DSHS for Basic Food Employment and Training (BFET)* (DSHS form 10-501), BFET colleges use to let DSHS know that if the client is open on SNAP they will be enrolled into the colleges BFET program, therefore meeting SNAP Student Eligibility rules. Eligibility workers use these forms to update clients' student status.

In addition, we are pulling reports of clients who have been enrolled in BFET without a screening/referral. State eligibility workers will review the case notes from the BFET provider to ensure referral was appropriate and document in the case notes that the referral was approved.

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?

At application and review, state eligibility workers will use a standard oral script to explain the services offered to work registrants through the BFET program including available participant reimbursements. The requirement for BFET providers to discuss the types of participant reimbursements available at their agencies will remain a standard part of the orientation process.

Once enrolled the provider and participant discuss the individuals needs and reimbursement options available. BFET providers determine what participant reimbursements they will provide as part of the contracting process annually.

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)?

State eligibility staff utilize the mandatory oral script in barcode to notify clients regarding the BFET program when the client is on the phone or in person. Clients who accept the BFET referral are then contacted by a member of the Virtual Case Management Center team and the client is taken through a screening process to find an appropriate provider. After choosing providers, a general correspondence letter is sent to the client with the chosen provider contact information included. The providers receive electronic referrals in real time through eJAS.

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.?

SNAP clients enrolled in BFET through a provider receive an orientation process in which providers must inform potential participants of the services, including participant reimbursement available at their agency. BFET partners are contractually obligated to provide this orientation to all participants. Additionally, every work registrant active on food assistance receives information about BFET services including participant reimbursements orally and written during the application or recertification process through the mandatory oral script that was implemented in January 2023.

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.

The client is referred to a BFET provider who completes an orientation, including sharing all of their services. This orientation can be virtual or in person; it varies by provider. If the client wishes to enroll, the provider will perform an intake, with an assessment included in the Individual Employment Plan (IEP). The assessment

reviews employment goals, skills, qualifications, and potential barriers to employment. Providers then work with the client to determine best E&T component to help meet their employment goals. All BFET participants receive case management in all components. BFET policy requires case management for all BFET services.

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?

When the BFET provider enters information into eJAS, the Barcode system flags the client's case as being enrolled in BFET. State eligibility staff review referral information in eJAS. eJAS contains reports for state BFET staff to identify and retrieve referral information as needed. .

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?

State eligibility staff complete the referral in eJAS. The BFET provider will immediately receive an electronic notice in eJAS of the referral.

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.)

b) 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)

When BFET providers receive referrals through eJAS or self-referred clients each BFET provider must conduct assessments with eligible SNAP clients to determine best fit.

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: State eligibility workers do not conduct case management with BFET participants. BFET providers include and provide case management services in all E&T components, to all BFET participants that enroll in their program. Providers complete intake assessment, create individual service plans and monitor their progression. This process can include barrier removal and referrals to outside services including the coordination of services providers. BFET providers also collaborate with other service providers to support case management for participants co-enrolled in different components. Effective July 1, 2024 providers complete a provider determination back to DSHS if they cannot serve the client.

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.

BFET participants are engaged in E&T case management once they are enrolled for E&T services with their provider. Case management is integrated into all BFET component activities as a requirement of the program which include all elements listed in the above section.

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:

SNAP eligibility staff:	State eligibility staff create a referral in eJAS to BFET providers that meet the criteria the client is looking for based on screening questions during the referral process. There is no direct communication between state eligibility workers and BFET providers. If the provider cannot serve the client they will complete a provider determination in eJAS, back to state workers who will follow up with the client for another referral opportunity, as needed. Once the client is enrolled, State eligibility staff can review client progress in eJAS.
State E&T staff:	WA state BFET program managers and consultants do not provide case management to eligible BFET clients. We ensure our contracted BFET providers document participants pathway to include case management in eJAS. For clients co-enrolled in the Employment Pipeline program and BFET, the state worker will work together with the provider to ensure the client is progressing.
Other E&T providers:	Other DSHS programs use the eJAS system, such as TANF, Employment Pipeline and ORIA programs. We encourage our providers to attend Local Planning Area meetings (LPA's) or to develop their own area community meetings. LPA's consist of government and local entities that offer E&T opportunities.
Community resources:	State and local E&T staff are encouraged to attend SNAP Outreach and SNAP Education gatherings to foster networking support.

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).

All BFET contracts include a statement of work, which reflects case management requirements. In addition, the BFET Provider Handbook indicates case management obligations. Washington also monitors client case notes through monthly random audits and individual provider monitoring of the program once a year to ensure case management practices are implemented.

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 includes 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 take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not 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.

WAC 388-444-0005 - At application, review or reported change the state eligibility staff will review with the client when quitting their job or reducing their work effort to determine if they meet good cause criteria. If the statement is questionable, state eligibility staff will reach out to the employer or other third parties to determine good cause.

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

Washington follows WAC 388-444-0050 criteria regarding good cause. For work registrants:

Good cause reasons include, but are not limited to:

- (a) You were injured or ill;
- (b) A household member who needs your help was injured or ill;
- (c) A household emergency;
- (d) The unavailability of transportation; or
- (e) Lack of adequate dependent care for children six through twelve years of age.

State eligibility workers consider an ABAWD to have met the work requirement if they have a temporary absence from work that causes them to not meet the required hours of participation and they have not lost their job.

- Good cause includes unexpected circumstances beyond the individual's control, such as:
 - a. Illness;
 - b. Care for another household member;
 - c. A household emergency; or
 - d. The unavailability of transportation.
- 2. Good cause should not exceed two months in a row. If the frequency of good cause requests become questionable, a state eligibility worker can ask the client to provide collateral contact for the exemption. Assess the client for a personal exemption if it appears that the good cause reason will last for longer than two months.
- 3. If there is no good cause, staff record non-qualifying month.

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.

As we are a voluntary state, Washington has not had this process.

However, as part of the new provider determination, if an ABAWD client is referred back to DSHS due to not being a good fit for a provider, state eligibility worker will document good cause for the client to not participate that month. State eligibility workers will review the provider determination reason and consider options such as re-referring the client to a new provider or applying an exemption. The provider determination process also includes non ABAWD BFET clients. When a client is referred back to DSHS due to not being a good fit for a provider state eligibility workers will review the provider determination reason and consider options such as re-referring the client to a new provider.

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 communication process will start when the provider receives the electronic referral, sent to providers (electronically) through the eJAS system. Once an agency determines the client is not a good fit, they complete a Provider Determination electronically and instantaneously sent back to DSHS the day it is completed. Eligibility staff will review the Provider Determination for next steps within ten days of receiving it.

Consistent with the Corrective Action Response-0190 for FFY WA-SNAP Management Evaluation the State will strengthen provider determination communication no later than July 31, 2024. Per recent eJAS enhancement and as part of our ongoing efforts to increase the quality of our referrals to providers, we incorporated the following bullet points to our Provider Determination Notice to clients in our process. The reason codes for a Provider Determination are:

- Provider could not get in contact with the client.
- Provider cannot meet the client's needs: (text box describing what the client needs).
- Provider does not have capacity.
- Client withdrew the referral.
- Client is not able to participate timely (text box describing why the client is not able to participate).

- Client is not willing to accept at least part time employment.

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

Within 10 days of receiving the provider determination a letter will be mailed to the client explaining why there is a Provider Determination of not a good fit and will be given information on other provider options, or that based on the information provided their work registrant status will be updated and they will be temporarily exempt due to barriers or that they are exempt as there are no services available in their area.

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>13,699</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>1533.80</p>

III.	Estimated budget for E&T participant reimbursements in upcoming FY.	\$6,414,367
IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$534,530.58
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$349.72

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 child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** 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	Maximum \$1,600 per participant per program year.	BFET Provider	Provider determines method of disbursement, which include voucher, gift card, or vendor process.
Books/Training Supplies	No maximum cost limit per participant per program year.	BFET Provider	Provider determines method of disbursement, which include voucher, gift card, or vendor process.
Housing	Maximum \$5,000 per participant per program year.	BFET Provider	Provider determines method of disbursement, which include voucher, gift card, or vendor process.
Childcare	No maximum cost limit per participant per program year.	BFET Provider	Provider determines method of disbursement, which include voucher, gift card, or vendor process
Clothing	Maximum \$800 per participant per program year.	BFET Provider	Provider determines method of disbursement, which include

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Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
			voucher, gift card, or vendor process.
Digital Support	Maximum \$700 per device per program year. Accessories –no maximum limit per participant per program year	BFET Provider	Provider determines method of disbursement, which include voucher, gift card, or vendor process.
Hygiene	Maximum \$800 per participant per program year.	BFET Provider	Provider determines method of disbursement, which include voucher, gift card, or vendor process.
Phone/Internet	No maximum cost limit per participant per program year.	BFET Provider	Provider determines method of disbursement, which include voucher, gift card, or vendor process.
Educational/ Credential Testing	No maximum cost limit per participant per program year.	Provider	Provider determines method of disbursement, which include voucher, gift card, or vendor process.
Medical	No maximum cost limit per participant per program year.	Provider	Provider determines method of disbursement, which include voucher, gift card, or vendor

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
			process.

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

If a participant is ineligible for childcare through Child Care Subsidy Program (CCSP), but participates in approved BFET activities, providers may approve childcare services for the participant through a third party. Providers must verify the CCSP denial and file verification in the participant’s file. If the participant is eligible for CCSP, BFET providers may assist with CCSP co-pays. State payment rates are determined by the CCPS.

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?

Washington state does not have a wait list or cap for dependent care services. Clients who are enrolled have a one-year certification.

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.

The number of work registrants on the first day of the new fiscal year will be pulled by our EMAPS data warehouse, in October. The report will pull active SNAP clients who are coded as “WR” (Work Registrant) or “AB” (ABAWD) in ACES with no work registration exempt reasons.

Describe measures taken to prevent duplicate counting.

The report is run in a way that an individual client is only counted once, using their unique client identification number (ID).

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

DSHS uses the Automated Client Eligibility System (ACES) Data Warehouse and Electronic Jobs Automated System (eJAS).

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).

BFET providers follow-up with clients who become employed or complete their education or training. Providers attempt to contact clients using all communication methods: verbal, email, text and mail. If successful, providers enter updated information into eJAS on the employment screen and with ongoing case notes. Some providers offer retention services and continue to connect with participants.

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).

DSHS uses the Automated Client Eligibility System (ACES) Data Warehouse and Electronic Jobs Automated System (eJAS).

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).

BFET providers follow up with clients who become employed, complete education or training. They attempt to do so using all communication methods: verbal, email and mail. If successful this information is entered into eJAS.

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:</i> Supervised Job Search	<i>Example:</i> Number of people who obtain employment after completion of component.	<p><i>Example:</i> Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</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	# and % of participants that obtain unsubsidized employment	<p>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2022 to 9-30-2023</p> <p>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2022 to 9-30-2023.</p>
Job Search Training	# and % successfully completed	<p>Numerator will include those participants who successfully completed the component during the period of 10-1-2022 to 9-30-2023</p> <p>Denominator will include the number of participants that participated in supervised job</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		search during the period of 10-1-2022 to 9-30-2023.
Structured Learning/Life Skills	# and % successfully completed	<p>Numerator will include those participants who successfully completed the component during the period of 10-1-2022 to 9-30-2023</p> <p>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2022 to 9-30-2023.</p>
Basic Education	# and % successfully completed	<p>Numerator will include those participants who successfully completed the component during the period of 10-1-2022 to 9-30-2023</p> <p>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2022 to 9-30-2023.</p>
English Language Acquisition	# and % successfully completed	<p>Numerator will include those participants who successfully completed the component during the period of 10-1-2022 to 9-30-2023</p> <p>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2022 to 9-30-2023.</p>
Integrated Education & Training	# and % successfully completed	<p>Numerator will include those participants who successfully completed the component during the period of 10-1-2022 to 9-30-2023</p> <p>Denominator will include the number of participants that</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		participated in supervised job search during the period of 10-1-2022 to 9-30-2023.
Vocational Education	# and % successfully completed component or received credentials	<p>Numerator will include those participants who successfully completed the component during the period of 10-1-2022 to 9-30-2023</p> <p>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2022 to 9-30-2023.</p>
Work-Based Learning	# and % successfully completed and/or successfully obtained employment	<p>Numerator will include those participants who successfully completed the component during the period of 10-1-2022 to 9-30-2023</p> <p>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2022 to 9-30-2023.</p>
Job Retention	# and % of participants that obtain retained unsubsidized employment	<p>Numerator will include those participants who successfully completed the component during the period of 10-1-2022 to 9-30-2023</p> <p>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2022 to 9-30-2023.</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 of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 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 programs, programs under Section 236 of the Trade Act of 1974, Veterans 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.)	

Question	Number
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.

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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>BFET allows Supervised Job Search (SJS) to be offered statewide. As part of the application and contracting process, all providers create performance goals of how many participants will be served with the (SJS) component. Providers break down goals into four quarters for the federal fiscal year. Providers are also required to explain the SJS activities the agency will deliver. Program managers review both of these elements. If approved, SJS is included as a performance goal in the provider’s contract. This process ensures BFET meets Code of Federal Regulations (CFR) requirements.</p> <p>The BFET program defines SJS in the BFET Providers Handbook and states requirements for the activity. The contract requires BFET providers to document all SJS activity in the Electronic Jobs Assistance System (eJAS). Providers also must provide a structured activities process that support or help participants look for and find jobs. Case managers must review and follow up all job search logs monthly with participants. All job search activity verification must include date, type, and result of contact. Participants in supervised job search must search for employment by making at least three employer contacts weekly and submitting their job search activities as verification, verification can also be noted in eJAS within the activity month capturing the date, type, and result of contact to be considered as participant’s job search activity. Participants must take any steps necessary to apply for a position for the contact to count as a job search activity. Employer Contact is any engagement with an employer regarding a job posting.</p> <p>The BFET team provides BFET Provider Handbook training at onboarding of new providers. Yearly, the team provides an overview of changes to the handbook to providers. Both program managers and consultants use the handbook as a reference to support providers during monthly and quarterly check-ins. The program communicates any updates throughout the year via email; individual provider meetings as well as quarterly provider meetings.</p>

<p>Direct link</p>	<p>The participant’s Individual Employment Plan identifies activities, and BFET providers assess a participant’s progress to determine timing of each activity, including barrier reduction and ability to participate.</p> <p>The eJAS system allows only 90 days at a time in SJS activity. This hard edit of 90-days provides an opportunity for the BFET case manager to assess participant’s progress in the SJS activity and determine if other services could be needed based on the current progress or if there are any gaps or barriers to address. The BFET team regularly discusses the use of components and documentation requirements with providers. In addition, components are reviewed at the annual contract monitoring.</p>
<p>Target population</p>	<p>The target population includes SNAP recipients 16 years and older who are seeking services. This may include individuals who are underemployed, unemployed, displaced workers, ABAWDs, youth and all others seeking employment and training services.</p>
<p>Criteria for participation</p>	<p>The criteria to participate in Supervised Job Search is determined by each client’s assessment or Individual BFET Employment Plan (IEP). The IEP identifies client needs, barriers, skills, experience, employment goals and readiness for SJS activities.</p>
<p>Geographic area</p>	<p>Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In general, SJS will be available statewide. In some communities, BFET providers collaborate to ensure the participant is fully supported with wrap around services where SJS is then incorporated into a participant’s goal.</p>
<p>E&T providers</p>	<p>Asian Counseling and Referral Service (ACRS); Adonai Counseling & Employment; Apprenticeship and Nontraditional Employment for Women (ANEW); Cares of Washington; Columbia Ability Alliance(CAA); Evergreen Goodwill Industries; FareStart; Housing Hope; Neighborhood House; Northwest Indian College; Opportunity Council; Partners in Careers; Partners in Employment; People For People; Office of Port Opportunities and Business Support; Puget Sound</p>

	<p>Training Center; Refugee Federation Service Center; Refugee Women’s Alliance; Refugee & Immigrant Services Northwest; Rod’s House; Seattle Jobs Initiative; TRAC Associates Inc.; Uplift Northwest; Workforce Development Council of Seattle-King County; WorkSource Central Basin; WorkSource Clallam; WorkSource Columbia Basin; WorkSource Colville; , WorkSource Okanogan County; WorkSource Skagit; ; WorkSource Vancouver; WorkSource Walla Walla; WorkSource Whatcom; WorkSource Yakima; YWCA of Seattle, King and Snohomish.</p>
Projected annual participation	2,468
Estimated annual component costs	\$4,004,430

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

Details	Job Search Training (JST)
Description of the component	<p>Job Search Training is structured activities to help participants seek and obtain employment. Services may include, though not limited to, labor market information, job seeking skill instructions, resume writing, employability assessment, coaching, work ethic training and job placement services.</p>
Target population	<p>The target population includes SNAP recipients 16 years and older who are seeking services. This may include individuals who are underemployed, unemployed, displaced workers, ABAWDs, youth and all others seeking employment and training services.</p>
Criteria for participation	<p>The criteria to participate in Job Search Training is determined by each client’s assessment or Individual BFET Employment Plan (IEP). The IEP identifies client needs, barriers, skills, experience, employment goals and readiness for JST activities.</p>
Geographic area	<p>Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In general, JST will be available statewide. In some communities, BFET providers collaborate to ensure the participant is fully supported.</p>

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E&T providers	Adonai Counseling & Employment; Apprenticeship and Nontraditional Employment for Women (ANEW); Career Path Services; Cares of Washington; Columbia Ability Alliance; Evergreen Goodwill Industries; FareStart; Goodwill of the Olympics & Rainier Region; Housing Hope; Multi-Service Center; Neighborhood House; Northwest Indian College; Opportunity Council; Orion Industries; Partners in Careers; Partners in Employment; People For People; Refugee Federation Service Center; Refugee Women’s Alliance; Refugee & Immigrant Services Northwest; Rod’s House; Seattle Jobs Initiative; TRAC Associates Inc.; Uplift Northwest; Valeo Vocation; Workforce Development Council of Seattle-King County; Workforce Southwest Washington; Spokane Area Workforce Development Council; Weld Seattle; WorkSource Central Basin; WorkSource Clallam; WorkSource Columbia Basin; , WorkSource Colville,, WorkSource Okanogan County, WorkSource Skagit , WorkSource Spokane WorkSource Vancouver, WorkSource Walla Walla,, WorkSource Whatcom, WorkSource Yakima; YWCA of Seattle, King and Snohomish.
Projected annual participation	2,894
Estimated annual component costs	\$5,017,631

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

Details	Job Retention (JR)
Description of the component	<p>Job Retention assists and supports employed participants to achieve satisfactory job performance and increase earnings. JR can include counseling, coaching, case management, and participant reimbursements. Providers are required to serve them for a minimum of 30 days and up to 90 days retention services.</p> <p>The BFET team regularly discusses the use of components and documentation requirements with providers. In addition, components are reviewed at the annual contract monitoring.</p>
Target population	<p>All BFET participants who gain employment can be eligible for JR. Case managers discuss retention services once a participant becomes employed to determine if further services are needed.</p>
Criteria for participation	<p>The criteria to participate in Retention Services is determined when the client obtains employment and if there are barriers to maintain employment. This could have been identified in the client’s Individual BFET Employment Plan (IEP).</p>
Geographic area	<p>Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In general, JR will be available statewide. In some communities, BFET providers collaborate to ensure the participant is fully supported.</p>
E&T providers	<p>Asian Counseling and Referral Service (ACRS); Adonai Counseling & Employment; Apprenticeship and Nontraditional Employment for Women (ANEW); Career Path Services; Columbia Ability Alliance; Multi-Service Center; Neighborhood House; Northwest Indian College; Opportunity Council; Orion Industries; Partners in Careers; Partners in Employment; People For People; Puget Sound Training Center; Refugee Federation Service Center; Refugee Women’s Alliance; Refugee & Immigrant Services Northwest; Seattle Jobs Initiative; Spokane Area Workforce Development Council; TRAC Associates Inc.; Uplift Northwest; Valeo Vocation; Weld Seattle; Workforce Development Council of Seattle-King County; Workforce</p>

	Southwest Washington; Washington State Employment Security: WorkSource Central Basin; WorkSource Clallam; WorkSource Columbia Basin, WorkSource Colville, WorkSource Okanogan County, WorkSource Skagit, , WorkSource Vancouver, WorkSource Walla Walla, WorkSource Whatcom and , WorkSource Yakima; YWCA of Seattle, King and Snohomish.
Projected annual participation	1,209
Estimated annual component costs	\$1,889,799

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

Details	Self-Employment Training (SET)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	Workfare (W)
Description of the component	
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	The EPB encompasses high school equivalency education program and remedial education programs to achieve a basic literacy level. This includes instructional training in math, computer literacy, or other subjects which provide direct skills attainment for employability. This activity is tracked by the BB component in the eJAS system.
Target population	The target population includes SNAP recipients 16 years and older who are seeking services for Adult Basic Education. It also may include High School Equivalency for adults 22 years and older. This may include individuals who are underemployed, unemployed, displaced workers, ABAWDs, youth and all others seeking employment and training services.
Criteria for participation	<p>BFET providers collaborate with participants on which activities will help them meet their employment goals. This collaboration happens as the Individual Employment Plan (IEP) is built.</p> <p>Clients who are a good fit for this component have an interest in pursuing training programs or careers that may require a high school equivalency education or remedial education in order to be successful.</p>
Geographic area	Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In general, Basic Education will be available statewide. In some communities, BFET providers collaborate to ensure the participant is fully supported.
E&T providers	Apprenticeship and Nontraditional Employment for Women (ANEW); Career Path Services; Evergreen Goodwill; Goodwill of Olympics & Rainier Region; Housing Hope; Northwest Indian College; Partners in Employment; People For People; Refugee Federation Service Center; State Board for Community & Technical Colleges; Seattle Jobs Initiative; Spokane Area Workforce Development Council; Uplift; Weld Seattle; Workforce Southwest Workforce Development Council; WorkSource Central Basin; WorkSource Okanogan and WorkSource Yakima.
Projected annual participation	1,569

Estimated annual component costs	\$3,104,719
Not supplanting	The BFET Organizational Crosswalk completed by providers includes an attestation that the agency, tribe or college, have written policy to avoid supplantation of federal funds.
Cost parity	All BFET providers submit an Organizational Crosswalk of Services as part of their application, which shows costs per client for BFET participants and non-BFET participants. The Organizational Crosswalk includes an attestation that the agency, tribe or colleges, have written policy to avoid supplantation of federal funds.

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>EPC encompasses Career and Technical Education Programs, entrepreneurship preparation, customized and contract training. This activity is tracked as BG in the eJAS system.</p> <p>The focus is on the required credentials between low skill adults and livable wage jobs. This education or training will result in a person receiving recognized credentials. Services may include occupational assessment, entry-level job skills training, customized training, institutional skills training and upgrade training; and may include</p> <ul style="list-style-type: none"> • Certificate and Two-Year Career and Technical Education – Training provided by the community and technical colleges as part of a program of career and technical education (as defined in section 3 of the Carl D. Perkins Act of 2006). The Perkins Act requires, these training programs directly connected to business partners through advisory committees, vetted through a program approval process and provide credentials and skills in alignment with industry needs. • Entrepreneurship Preparation – Training to prepare an individual to start a business. The training is not required to be credit bearing.

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	<ul style="list-style-type: none"> • Customized and Contract Training – Training provided by the community and technical colleges and CBOs in response to business and industry needs. Training may include industry-recognized credentials (i.e. Flagger Certification, OSHA, etc.) be directly connected to a business or industry. The training is not required to be credit bearing.
Target population	The target population includes SNAP recipients 16 years and older who are seeking services. This may include individuals who are underemployed, unemployed, displaced workers, ABAWDs, youth and all others seeking employment and training services.
Criteria for participation	<p>BFET providers collaborate with participants on which activities will help them meet their employment goals. This collaboration happens as the Individual Employment Plan (IEP) is built.</p> <p>Clients who are a good fit for this component are seeking employment that requires certificates and degrees, industry-recognized credentials, licensures, or specialized skills to qualify for the employment.</p>
Geographic area	Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In general, BG will be available statewide. In some communities, BFET providers collaborate to ensure the participant is fully supported.
E&T providers	Career Path Services; Columbia Ability Alliance; Evergreen Goodwill; Farestart; Goodwill of the Olympics & Rainier Region; Neighborhood House; Northwest Indian Colleges; People For People; Puget Sound Training Center; State Board for Community & Technical Colleges; Seattle Jobs Initiative; Spokane Area Workforce Development Council Workforce Southeast WA Workforce Development Council Weld Seattle; WorkSource Spokane; YWCA of Seattle King & Snohomish.
Projected annual participation	7,457
Estimated annual component costs	\$29,470,642
Not supplanting	The BFET Organizational Crosswalk completed by providers includes an attestation that the agency, tribe or colleges, have written policy to avoid supplantation of

	federal funds.
Cost parity	All BFET providers submit an Organizational Crosswalk of Services as part of their application, which shows costs per client for BFET participants and non-BFET participants. The Organizational Crosswalk includes an attestation that the agency, tribe or colleges, have written policy to avoid supplantation of federal funds.

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

Details	English Language Acquisition (EPEL)
Description of the component	<p>English Language Acquisition (ELA) activity, including English as a Second Language (ESL), assists individuals who are English language learners improve skills in reading, writing, speaking, and comprehension of the English language that leads to:</p> <ul style="list-style-type: none"> • Attainment of a secondary school diploma or its recognized equivalent; or • Transition to postsecondary education and training; or • Employment. <p>This activity is tracked as EN in the eJAS system.</p>
Target population	The target population includes SNAP recipients 16 years and older who are seeking services. This may include individuals who are underemployed, unemployed, displaced workers, ABAWDs, youth and all others seeking employment and training services.
Criteria for participation	<p>BFET providers collaborate with participants on which activities will help them meet their employment goals. This collaboration happens as the Individual Employment Plan (IEP) is built.</p> <p>Clients who are a good fit for this component are seeking employment that requires certificates and degrees, industry-recognized credentials, licensures, or specialized skills to qualify for the employment.</p>
Geographic area	Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In general, VE will be available statewide. In

	some communities, BFET providers collaborate to ensure the participant is fully supported.
E&T providers	Partners in Careers; Refugee Women’s Alliance; Partners in Employment; People for People; Refugee Women’s Alliance; Seattle Jobs Initiative; State Board for Community & Technical Colleges,
Projected annual participation	703
Estimated annual component costs	\$1,555,181
Not supplanting	The BFET Organizational Crosswalk completed by providers includes an attestation that the agency, tribe or colleges, have written policy to avoid supplantation of federal funds.
Cost parity	All BFET providers submit an Organizational Crosswalk of Services as part of their application, which shows costs per client for BFET participants and non-BFET participants. The Organizational Crosswalk includes an attestation that the agency, tribe or colleges, have written policy to avoid supplantation of federal funds.

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	Integrated Education and Training (IET) activity provides Basic Education (BB) or English Language Acquisition (EN) or both activities concurrently, and contextually, with Vocational Education (EPCBG) activities. IET must include the BB and/or EN activity with BG activity resulting in a person receiving recognized credentials. See EPB, EPEL and EPC activities for full description of services.
Target population	The target population includes SNAP recipients 16 years and older who are seeking services. This may include individuals who are underemployed, unemployed, displaced workers, ABAWDs, youth and all others seeking employment and training services.
Criteria for participation	BFET providers collaborate with participants on which activities will help them meet their employment goals. This collaboration happens as the Individual Employment Plan (IEP) is built.

	<p>Clients who are a good fit for this component are seeking employment that requires certificates and degrees, industry-recognized credentials, licensures, or specialized skills to qualify for the employment.</p>
Geographic area	<p>Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In general, VE will be available statewide. In some communities, BFET providers collaborate to ensure the participant is fully supported.</p>
E&T providers	<p>State Board for Community & Technical Colleges</p>
Projected annual participation	<p>198</p>
Estimated annual component costs	<p>\$960,166</p>
Not supplanting	<p>The BFET Organizational Crosswalk completed by providers includes an attestation that the agency, tribe or colleges, have written policy to avoid supplantation of federal funds.</p>
Cost parity	<p>All BFET providers submit an Organizational Crosswalk of Services as part of their application, which shows costs per client for BFET participants and non-BFET participants. The Organizational Crosswalk includes an attestation that the agency, tribe or colleges, have written policy to avoid supplantation of federal funds.</p>

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

Details	Work Readiness Training (EPWRT)
Description of the component	<p>BFET describes life skills as the abilities for adaptive and positive behavior that enable individuals to deal effectively with the demands of everyday life and employment. Life Skills topics include, but are not limited to: work preparations; health and well-being; effective communication; personal strength building and community engagement.</p> <p>This activity is tracked as SL in eJAS.</p>
Target population	<p>The target population includes SNAP recipients 16 years and older who are seeking services. This may include individuals who are underemployed, unemployed, displaced workers, ABAWDs, youth and all others seeking</p>

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	employment and training services.
Criteria for participation	<p>BFET providers collaborate with participants on which activities will help them meet their employment goals. This collaboration happens as the Individual Employment Plan (IEP) is built.</p> <p>Typically, participants who lack soft skills necessary for work readiness participate in life skills as they may not be ready for a training program and may need to master some of these skills to manage challenges of life and employment barriers.</p>
Geographic area	Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In general, Life Skills will be available statewide. In some communities, BFET providers collaborate to ensure the participant is fully supported.
E&T providers	<p>Asian Counseling & Referral Services; Adonai Counseling & Employment; Apprenticeships & Non-Traditional Employment for Women; Career Path Services; Cares of WA; Columbia Ability Alliance; Evergreen Goodwill; FareStart; Goodwill of Olympics & Rainier Regions; Housing Hope; Multi-Service Center; Neighborhood House; Northwest Indian College; Opportunity Council; Orion Industries; Partners in Careers; Partner in Employment; People for People; Office of Port Opportunities & Business Support; Puget Sound Training Center; Refugee Federation Service Center; Refugee & Immigrant Services Northwest; Refugee Women's Alliance; Rod's House; Seattle King Workforce Development Council; Seattle Jobs Initiative; Spokane Area Workforce Development Council; TRAC Associates; Uplift Northwest; Valeo Vocation; Weld Seattle; Workforce Southwest WA Workforce Development Council; WorkSource Clallam; WorkSource Columbia Basin; WorkSource Colville; WorkSource Okanogan; WorkSource Skagit; WorkSource Vancouver; WorkSource Walla Walla; WorkSource Whatcom YWCA of Seattle King Snohomish.</p>
Projected annual participation	1,762
Estimated annual component costs	\$2,867,800
Not supplanting	The BFET Organizational Crosswalk completed by

	providers includes an attestation that the agency, tribe or colleges, have written policy to avoid supplantation of federal funds.
Cost parity	All BFET providers submit an Organizational Crosswalk of Services as part of their application, which shows costs per client for BFET participants and non-BFET participants. The Organizational Crosswalk includes an attestation that the agency, tribe or colleges, have written policy to avoid supplantation of federal funds.

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	Instruction and/or training to increase math, literacy, and other vocational and pre-vocational skills needed to gain entry into a Registered Apprenticeship program.
Target population	The target population includes SNAP recipients 16 years and older who are seeking services. This may include individuals who are underemployed, unemployed, displaced workers, ABAWDs, youth and all others seeking employment and training services.
Criteria for participation	BFET providers collaborate with participants on which activities will help them meet their employment goals. This collaboration happens as the Individual Employment Plan (IEP) is built.
Geographic area	Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In some communities, BFET providers collaborate to ensure the participant is fully supported
E&T providers	Seattle Jobs Initiative
Projected annual participation	58
Estimated annual component costs	\$163,500

Table G.XV. Work Experience: Apprenticeship

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

Table G.XVII. Work Experience: Transitional Jobs

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

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 of 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 checked="" type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input checked="" type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input checked="" type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input checked="" 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	<p>Internships - Subsidized with BFET Funds. Planned, structured learning experiences that take place in a workplace for a limited period of time. Provides practical experience for beginner entry level participants in an occupation or profession, and subsidized with BFET Funds.</p> <p>BFET providers work with worksite agencies in the development of the training objectives and program goals that would lead to employment. Each Provider and worksite agency completed the following steps:</p> <ul style="list-style-type: none"> • Local high wage/high demand jobs to determine the work based learning positions. SWBL trainings in high demand jobs such as manufacturing, barista, customer service skills, culinary, IT and healthcare fields. • Training plans are developed between the worksite agency and BFET provider based off the workforce needs of the employers in those areas. • Each provider will provide an orientation with each participant to ensure they understand the impact of WBL wages on BFA benefits, review new employee packet, and any requirement for employment by that worksite agency. • Each provider will complete and review a Work Base Learning Participant Agreement and update the Individual Employment Plan with each client. • Each worksite agency will complete a monthly evaluation and engage in monthly worksite supervisor contact for feedback and case management opportunities. • Employment is the goal and all non-subsidized and subsidized WBL positions supported by BFET must be career targeted and lead to permanent employment.
Target population	The target population includes SNAP recipients 16 years and older who are seeking services. This may include individuals who are underemployed, unemployed,

	displaced workers, ABAWDs, youth and all others seeking employment and training services.
Criteria for participation	BFET providers collaborate with participants on which activities will help them meet their employment goals. This collaboration happens as the Individual Employment Plan (IEP) is built.
Geographic area	Each BFET provider chooses the components they will provide, therefore, not all providers will use this activity component. In some communities. BFET providers collaborate to ensure the participant is fully supported
E&T providers	Uplift Northwest
Projected annual participation	6
Estimated annual component costs	\$118,821
Length of time the SWBL will run	3-6 months depending on provider
Other administrative costs associated with SWBL	33,662

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	
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	
FTarget 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	
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	
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:	State Board for Community and Technical Colleges
Service Overview:	
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Life Skills/ (LS Component) Job Search Training (BL Component) Basic Education (BB Component) Vocational Education (BG Component) English Language Acquisitions (ESL) Integrated Education and Training.
Credentials Offered:	Certificate and Two-Year Career and Technical Education Entrepreneurship Preparation Industry-recognized credentials
Participant Reimbursements Offered:	Yes
Location:	All 34 Community and Technical Colleges, and satellite sites) statewide.
Target Population:	Students
Monitoring of contractor:	SBCTC employs a BFET Program Administrator and Workforce Development Director to oversee the BFET program at the colleges. BFET Operations and Policy teams work with the Administrator and Director to train, oversee, and develop the college programs.

Contract or Partner Name:	State Board for Community and Technical Colleges
	<p><input type="checkbox"/> The state conducts annual onsite fiscal and contract monitoring</p> <p><input type="checkbox"/> SBCTC submits its subcontractor monitoring schedule, monitoring tools, and plan to the state at the beginning of each FFY for approval. SBCTC submits all monitoring reports, subcontractor responses, and corrective action plans to the BFET Program.</p> <p><input type="checkbox"/> BFET monitoring team has the option to conduct direct monitoring on SBCTC subcontractors.</p> <p><input type="checkbox"/> BFET and SBCTC meet quarterly to discuss program changes, challenges and share information. Ad hoc meetings occur as needed to address more immediate needs.</p> <p><input type="checkbox"/> SBCTC and colleges attend the annual BFET Training Forum and participate in trainings throughout the year on program changes.</p>
Ongoing communication with contractor:	Frequent communication through email, monthly meetings with SBCTC program leads, quarterly provider meetings including the colleges, annual training forum and any additional adhoc trainings or meetings requested
Total Cost of Agreement:	\$32,314,554
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:	
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

Table I.III. 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

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:	
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>Social & Health Program Consultant (SHPC) Washington Management Svcs (WMS) Management Analyst 4 (MA4)</p>	<p>Contracted staff will work with clients and administrators of the Basic Food Employment and Training (BFET) Program within WA state. DSHS staff will administer the BFET program within the state.</p> <p>Contracted staff Total FTEs 240.63 for a total cost \$15,972,289 Staff vary from case managers to fiscal managers.</p> <p>DSHS staff Total FTE 20.5 Total cost \$1,757,754</p> <p>BFET Field Unit 9 - SHPC-2 - \$81,842.30 x 1.00 FTE x 9 = \$733,341 1 - SHPC-4 - \$98,042 x 1.00 FTE = \$98,042 1 - SHPC-3 - \$91,074 x 1.00 FTE = \$91,074</p> <p>WMS (Program Managers) 3 - WMS - \$94,171.50 x 1.00 FTE x 3 = \$282,515 1 - MA4 - \$87,781 x 1.00 FTE = 87,781 2 - SHPC-2 - \$84,362.50 x 1.00 FTE x 2 = \$168,725</p> <p>BFET HQ 1 - Fiscal Analyst 4 – \$76,607 x 1.00 FTE = \$76,607 2 - Fiscal Analyst 5 – \$87,762 x 1.00 FTE x 2 = \$175,524</p> <p>ORIA BFET 1 - Program Manager - \$88,290 x 1.00 FTE x .50 FTE = \$44,145</p>
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<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p> <p>Social & Health Program Consultant (SHPC) Washington Management Svcs (WMS) Management Analyst 4 (MA4)</p>	<p>The State's cost allocation plan has multiple rates in calculating fringe benefits using a Public Assistance Cost Allocation Plan (PACAP)</p> <p>Contracted staff fringe benefit rate varies from 25 to 50%</p> <p>Contracted staff Total FTEs 240.63 for a total cost \$5,159,641 Staff vary from case managers to fiscal managers.</p> <p>DSHS staff Total FTE 20.5 Total cost \$631,061</p> <p>BFET Field Unit 9 - SHPC-2 - \$30,029.78 x 1.00 FTE x 9 = \$270,268 1 - SHPC-4 - \$33,178 x 1.00 FTE = \$33,178 1 - SHPC-3 - \$31,853 x 1.00 FTE = \$31,853</p> <p>WMS (Program Managers) 3 - WMS - \$32,404.33 x 1.00 FTE x 3 = \$97,213 1 - MA4 - \$31,189 x 1.00 FTE = 31,189 2 - SHPC-2 - \$30,102.50 x 1.00 FTE x 2 = \$60,205</p> <p>BFET HQ 1 - Fiscal Analyst 4 – \$29,064 x 1.00 FTE = \$29,064 2 - Fiscal Analyst 5 – \$31,224 x 1.00 FTE x 2 = \$62,448</p> <p>ORIA BFET 1 - Program Manager - \$31,286 x 1.00 FTE x .50 FTE = \$15,643.</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>The contracted costs listed on Section I are for the sub-contractors that Department of Social & Health Services (DSHS) and sub-recipient choose to have to do the work instead of themselves. This does not include the cost to WA state- which is all of the 50/50 funding because DSHS contracts out all of the BFET services.</p>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>Non-capital equipment and supplies could include: Computers, staplers, pens, pencils, staples, tablets, calendars, miscellaneous office supplies, printers</p>

<p>Materials: Describe materials to be purchased with E&T funds.</p>	<p>Includes items for the client, such as: files folders, printing costs, labels, marketing materials, etc. It also includes DSHS staff goods and services.</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>Travel for BFET staff and required BFET trainings must be related to the BFET program and be at the current federal mileage and per diem rate. This includes annual onsite monitoring, training costs, and technical support provider meetings.</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	<p>All lease cost for each contractor included calculation which must have square footage, FTE and percentage of time worked on the BFET program. Other costs included here could include building maintenance and insurance.</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>Not allowed for this program.</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.

Contractors with a federally approved indirect rate use that rate, but must provide the approval letter to DSHS. DSHS also grants de Minimis rates (up to 15%) to some contractors with prior approval. Contractors requesting a de Minimis must state specific items covered by the rate in their request for approval.

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.

Total participant reimbursements (both non-federal and 50% federal reimbursement is \$6,414,367.