

Food and Nutrition Service

September 27, 2024

Mid-Atlantic Regional Office

Angela Morse
 Director, Benefit Programs
 Virginia Department of Social Services
 5600 Cox Road
 Glen Allen, VA 23060

300 Corporate Blvd
 Robbinsville, NJ
 08691

Dear Ms. Morse:

The Food and Nutrition Service (FNS) reviewed the Virginia Fiscal Year (FY) 2025 Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Plan originally submitted on August 14, 2024. This letter serves to approve the State’s final plan submission effective October 1, 2024, at the following spending levels:

E&T 100% Grant Allocation	\$838,196
Total Additional E&T Administrative	\$18,166,128
- 50 Percent Federal	\$9,083,064
- 50 Percent State	\$9,083,064
Total Participant Reimbursement – Transportation & Other	\$620,000
- 50 Percent Federal	\$310,000
- 50 Percent State	\$310,000
- Total Participant Reimbursement – Dependent Care	\$0
- 50 Percent Federal	\$0
- 50 Percent State	\$0
Approved FY25 Employment and Training Program Costs:	\$19,624,324
<i>Pending Federal E&T 50% Administrative Funds</i>	<i>\$1,401,535</i>

Please note that the State agency’s 50 percent Federal reimbursement funds are approved at the target allocation level in accordance with the SNAP Employment and Training Final 100 Percent Federal Grants and 50 Percent Federal Reimbursement Targets for Fiscal Year 2025 memo. Consideration and approval of additional amounts will take place after October 1, 2024, and will be contingent on the availability of Federal funds.

All budget approvals are contingent upon the availability of funds. If sufficient funds are not approved by Congress, distribution will be made on a pro-rata basis. Funding requested via the Program and Budget Summary Statement (FNS-366A) budget process must match the approved plan amounts.

If modifications to the SNAP E&T plan and budget become necessary, please inform FNS of these changes at least 30 days prior to their implementation date. Costs charged to FNS may be disallowed if, during a management evaluation or audit, expenditures prove to be unallowable or unsubstantiated.

If you have any questions or concerns, please contact Christopher Nasados at (609) 259-5038 Christopher.Nasados@usda.gov .

Sincerely,

A handwritten signature in black ink, appearing to read "D. Gagliardi". The signature is written in a cursive style with a large initial "D" and a stylized "G".

DAVID GAGLIARDI
Regional Director
Supplemental Nutrition Assistance Program
Mid-Atlantic Region

Enclosure

Valerie Dunbar-Brooks; Domonique Goode; Frank Smith; Mark Golden; D. Gagliardi; S. Jacober-Brown; D. Dolphin; D. Kelsey; H. Lockstein; B. Powell; C. Nasados

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A. Cover Page and Authorized Signatures

State: Virginia

State Agency Name: Virginia Department of Social Services

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments):

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

Name	Title	Phone	Email
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Certified By:

Angela Morse

Division Director

09/20/2024

Date

Certified By:

Jerone Davis

State Agency Fiscal Reviewer

09/20/2024

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
BPS	Benefit Programs Specialist
CA	Contract Administrator
DARS	Department for Aging and Rehabilitative Services
DSA	Data Sharing Agreement
E&T	Employment and Training
ESP	Employment Services Program
ESW	Employment Services Worker
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
JLARC	Joint Legislative Audit and Review Commission
LDSS	Local Department of Social Services
RFA	Request for Applications
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
VaCMS	Virginia Case Management System
VDSS	Virginia Department of Social Services
WFS	Workforce Services
WIOA	Workforce Innovation and Opportunity Act

D. Assurances

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

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

Table D.II. Additional Assurances

<p>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</p>	<p>Check Box</p>
<p>I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))</p>	<p><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><input type="checkbox"/></p>

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

I. Summary of E&T Program

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

Vision:

To empower individuals and families receiving SNAP benefits to achieve economic self-sufficiency through education, training, and employment opportunities.

Mission:

Virginia's SNAP E&T program mission is to empower SNAP participants by equipping them with the skills, resources, and opportunities needed to obtain and maintain regular employment. By addressing both the immediate and long-term needs of participants, the program seeks to break the cycle of poverty and promote self-sufficiency.

Specifically designed for SNAP recipients, Virginia's SNAP E&T program aims to enhance their employability and increase their chances of securing regular employment through several key strategies:

- Skill Development and Training
- Job Search Assistance
- Work Experience Programs
- Career Counseling
- Supportive Services
- Partnerships with Employers
- Monitoring and Follow-up

The SNAP E&T Program creates direct pipelines of skilled workforce through strategic programming that meets business and industry needs at the local, regional, and state level. Virginia places high importance on creating a living-wage, family sustaining career paths for all SNAP participants. SNAP E&T providers have direct relationships with employers that result in SNAP participant placement into unsubsidized employment.

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

The Virginia SNAP E&T Program is state-supervised and locally administered. At present, SNAP E&T services are available at thirty-four (34) local departments of social services (LDSS).

1. Albemarle County
2. City of Alexandria
3. Arlington County
4. Bedford County
5. City of Bristol
6. Brunswick County
7. City of Charlottesville
8. City of Chesapeake
9. Chesterfield/Colonial Heights
10. City of Danville
11. Fairfax County
12. City of Galax
13. Grayson County
14. City of Hampton
15. Henry-Martinsville
16. King and Queen County
17. City of Manassas
18. Montgomery County
19. City of Newport News
20. City of Norfolk
21. City of Norton
22. City of Petersburg
23. Pittsylvania County
24. City of Portsmouth
25. Prince George County
26. City of Richmond
27. Roanoke County
28. Shenandoah Valley
29. Smyth County
30. Stafford County
31. Surry County
32. Tazewell County
33. City of Virginia Beach
34. Wise County.

(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.

LDSS' have flexibility in their SNAP E&T program design and determination of which components are offered to participants. LDSS' are required to submit a local Employment and Training Plan with clearly delineated sections regarding administration of SNAP E&T. Local plans must be approved by the Virginia Department of Social Services (VDSS).

Program Monitoring and Compliance reviews are conducted annually between June and November. The local agency director, assistant director, program manager and SNAP E&T supervisor will be notified of the date and time of the monitoring meeting. Documents for data collection are sent to the agency two weeks prior to the monitoring meeting. The completed data collection documents and the agency local plan are sent to the monitor three days prior to the scheduled monitoring meeting. A final report with monitoring findings is sent to the agency director and assistant director within two weeks after the monitoring meeting.

The following are those areas that will be subject to data collection and review during the virtual meeting:

- Local Plan
- Contracts & Community partnerships
- Targeted populations
- Recruitment and engagement strategies
- Education, training and credential programs
- Participation outcomes
- Random sample of participants
- Determining compliance with guidance and procedures
- Determining achievement of targeted outcomes
- Highlighting best practices and local initiatives
- Reviewing budget expenditures

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.

SNAP E&T operates locally at 34 out of the 120 agencies throughout the Commonwealth of Virginia. Due to the program being voluntary in Virginia, each locality has the option of deciding of whether they would like to become a SNAP E&T agency based on funding, locality (rural vs. city) and available community resources.

Provide a list of the components offered.

SNAP E&T components offered for FFY 2025 include the following;

1. Supervised Job Search (SJS)
2. Job Search Training (JST)
3. Work Experience: (Work Activity - WA)
4. Education: Adult Basic Education (EPB)
5. Vocational Training/Career/Technical (EPC)
6. Job Retention (JR)

NOTE: SNAP E&T component offerings may differ between the 34 SNAP E&T localities, but each agency must offer at least one qualifying component as identified in the SNAP E&T State Plan.

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

<https://www.dss.virginia.gov/benefit/snap/manual.cgi>

II. Program Changes

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

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made 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.

1. For FFY25, The Virginia Department of Social Services (VDSS) has secured a partner to conduct comprehensive research and analysis aimed at improving outcomes for participants in VDSS employment services programs including SNAP E&T. The partner is tasked with understanding the root causes contributing to the limited success of these programs and proposing actionable recommendations for improvement.
2. VDSS SNAP E&T will release an RFA for 3-5 additional vendors to begin October 1, 2025 (FFY26). The RFA is tentatively scheduled to be released in January 2025. As services will not begin until FFY26, additional funding is not needed for FFY25.

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.

Using available data and past year performance, the state recognizes that there are gaps in service across the state. Hiring a consultant firm to research our program based on previous year data is a strategic decision to gain deeper insights, improve performance, and make informed decisions about the future of Virginia's SNAP E&T program.

Additionally, the Commonwealth of Virginia has 120 LDSS' and currently 34 participate in SNAP E&T. Virginia has a need to increase the accessibility of the program and ensure equity. Onboarding additional third-party partners to provide E&T services will help increase Virginia's outcome and participation data as well as allow additional access to the program, specifically in areas without a participating LDSS.

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 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).

VDSS SNAP E&T staff held a virtual meeting on July 10, 2024 with Anthony Reedy, Executive Director of Virginia Board of Workforce Development and Andrea Glaze, Senior Workforce Policy Analyst at Virginia Works. The conversation was very productive and centered on workforce trends, coordination of services and how statewide workforce services and resources can be leveraged to supplement Virginia's SNAP E&T program.

The following topics were discussed:

1. Availability of in-demand jobs per locality and statewide.
2. Preferred credentialing for hiring by employers.
3. Occupational training providers.
4. Challenges faced by local and state labor markets.
5. Status of Career Readiness Certification.
6. Noticeable labor market trends and shifts post pandemic.
7. Projected labor market trends (1-5 years).

Virginia will use this collaboration to create effective strategies within our E&T program at the state and local level to align with workforce needs and opportunities. Moving forward, Virginia SNAP E&T will engage in the following:

1. Inviting local workforce boards to Employment Services Programs (ESP) meetings.
2. Disseminate available labor market and training information to the local level.
3. Participate in conversations and network meetings with the workforce development board and other state partners.
4. Utilize provided information and data as a tool when determining which program areas to focus on and which partners to onboard.

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

N/A

Coordination

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

Special State Initiatives: Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by

the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

N/A

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

The Division of Benefit Programs TANF/VIEW and SNAP E&T programs are part of Virginia's overall Workforce System under a Combined State Plan (CSP).

Participants referred to WIOA partners are co-case managed by the partner as well as the referring LDSS to ensure the participant is successfully meeting its goals. Information is shared on a monthly basis regarding attendance, progress and next step progression. LDSS case managers update SNAP E&T Plans of Participation to reflect the current component and provide any supportive services necessary for satisfactory completion of the component.

The SNAP E&T Program Manager meets regularly with partners to discuss statewide workforce initiatives, leveraging SNAP E&T and expansion of partner collaboration as we work toward integrated systems alignment.

The Program Manager of Workforce Services at VDSS provides staff support and expertise to the Governor's appointed Virginia Workforce Development Board. The Board provides broad input into the state's workforce system of which VDSS is a major contributor of referrals and supportive services.

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 Virginia Initiative for Education and Work (VIEW) is the employment and training program for recipients of TANF. The Program Manager of Workforce Services is directly responsible for VIEW and SNAP E&T and is involved in the seamless coordination of local workforce development systems that impact both TANF/VIEW and SNAP E&T. Efforts to enhance and streamline referral pipelines for both populations is an ongoing effort that will continue in 2025. TANF and SNAP E&T staff have discussed promoting the referral of cases that have timed out of the VIEW Program to SNAP E&T (where applicable).

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).

N/A

IV. Consultation with Indian Tribal Organizations (ITOs)

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

Did the State agency consult with ITOs in the State?

- Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
- No, ITOs are 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.)*

Name the ITOs consulted.

N/A

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).

N/A

Enhanced reimbursement: Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

- Yes
- No

V. Utilization of State Options

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

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

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

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

- Applicants per 7 CFR 273.7(e)(2)
- Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)
- Categorically eligible households per 7 CFR 273.2(j)

Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days 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)).

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.)

Virginia is an all-voluntary E&T program, therefore all work registrants are exempt.

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

Annually

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.

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

The VDSS Workforce Services (WFS) team is responsible for establishing Virginia's SNAP E&T policies, contracts (Third-Party Partners), monitoring (agencies and providers) and supervising program implementation and operations. LDSS' are responsible for the administration of their program at the county/city level. The E&T program at the state and local level is separate from the SNAP certification unit.

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

The SNAP E&T Manager and SNAP Manager meet and communicate to provide updates of each program that is to be shared with their prospective teams through various methods as needed. VDSS SNAP E&T disseminates information to the LDSS' through letters to the Directors, internal Broadcast messaging system, listerv, scheduled quarterly meetings, bi-annual state conferences, uploading information to the VDSS intranet Fusion and through SNAP Regional staff.

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

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

Participant data and information is shared via encrypted spreadsheets and documents or by the Virginia Case Management System (VaCMS). Regardless of the method utilized, personal identifying information is always secured.

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.

VDSS uses the MIS system, VaCMS which tracks the following E&T related data:

- Annual Measures
- Case Narratives
- Participant Information: Demographics, Contact Information, Date Of Birth, Social Security Number
- Work Registrant Data
- Participant Referrals
- Participant Communications
- Participation Documents (Plans of participation, correspondences, attendance sheets, etc.)
- Eligibility Determinations
- Provider Determinations

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

For tracking purposes, email is the most utilized resource to share new policies, procedures and other information with intermediaries and other E&T partners. The SNAP E&T Contract Administrator (CA) is responsible for disseminating all updates to partners. To ensure that communication is occurring frequently, monthly and quarterly “check-ins” are scheduled as needed with each partner. The CA also facilitates a 50-50 updates webinar at the beginning of each fiscal year and a mid-year refresher for all partners and intermediaries.

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.

Direct Monitoring

Programmatic, policy, and fiscal elements of partners' SNAP E&T programs are monitored on an annual basis in a virtual format. Program monitoring and compliance reviews will be conducted June through September and beyond if needed.

Virginia created a "Fiscal & Program Monitoring and Evaluation Review" form that is used to capture information in the following categories:

- General accounting practices: Expenditures and Funding Summaries; Contractor information, Time and Effort documentations, Travel and Equipment Inventories.
- Outcomes and performance measures: Recruitment and Engagement Methods, Participants and Component Activities, Education/Training/Credentialing Programs, Wage Growth and Progression information, and Employment and Job Retention information.

Virginia also created a monitoring form for client record reviews. This form captures the following information:

- Eligibility verifications (proof)
- Assessments
- Plan of Participation
- Component Assignments Documents
- Medical Evaluations
- Contact Sheets
- Notice of Closure
- Work Requirement
- Tracking of work hours

*Client interviews will be conducted once in-person monitoring visits are resumed.

Indirect Monitoring

The CA indirectly monitors all third-party partners by tracking and analyzing various aspects of performance based upon invoices, enrollments and quarterly data.

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).

VDSS evaluates the performance of partners through the annual monitoring visits as well as outcomes reported on quarterly reports. The Contract Monitor works in partnership with SNAP E&T leadership and with the Management Evaluation Unit Coordinator to comprehensively review the performance and outcome measures of our partners including services provided, successful completion of programs, credentials attained, employment and wage information after completion of components. Upon review of data, performance is discussed with the provided and if needed, technical assistance is provided by the monitor and CA.

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.

Upon review of the SNAP application, the Benefit Programs Specialist (BPS) screens applicants and determines if they are registrants by asking a series of questions within the Work Registration and Work Requirement screens in VaCMS:

1. Does this individual take care of a child under 6 (Household may only claim one parent for this exemption)?
2. Is this individual caring for a disabled person?
3. Is this individual applying for or receiving unemployment benefits in Virginia?
4. Does the individual participate in a drug or alcoholic treatment or rehabilitation program?
5. Does the individual work more than or average at least 30 hours per week?
6. Does the individual work less than 30 hours and make the equivalent of the federal minimum wage multiplied by 30 hours per week?

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.?

After screening for work registration, a Work Registration section within VaCMS is completed by the BPS. Based on responses, VaCMS work registers the client through automation.

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

SNAP applications, reapplications, and recertifications that include a SNAP household member who does not meet a work requirement exemption will receive the SNAP Work Requirement Consolidated Information Notice along with the SNAP Notice of Action, in addition to the BPS providing an oral explanation. The BPS is required to document the explanation within VaCMS. The BPS must provide an oral explanation of the work requirement in addition to providing the Time-Limited Benefits Flyer or the Time-Limited Benefits Brochure and document the action. At a minimum, LDSS that are waiving SNAP interviews must mail the Time-Limited Benefits Flyer or the Time-Limited Benefits Brochure and document the action. The flyer/brochure was designed to be more user friendly for the public to help simplify confusing policy in an easier format, the Work Requirements Consolidated Information Notice is a more formal notice.

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.)*

The BPS determines the suitability for the SNAP E&T program through addressing the same series of screening questions within the Work Registration screen of VaCMS. Additionally, BPS screen for employability (career goals, work history, needs), training (education goals: obtain GED or higher education) and personal barriers (child care, transportation, language and literacy). The final determination for SNAP E&T suitability is based upon responses to all screening questions and whether a SNAP participant answers "YES" for volunteering to E&T. Volunteers who choose to participate in SNAP E&T are screened as a (YES) and are referred to the Employment Service Module in VaCMS.

The VaCMS system (rules engine) determines whether the individual is exempt or if work registration is required. The SNAP E&T program in Virginia is a voluntary program. All the work registrants are equal to the total number of individuals that have

not been exempted from the work requirement. The number of discretionary exemptions are applied automatically through a rules based system in VaCMS.

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.

SNAP E&T is a voluntary program in Virginia. The screening, eligibility and the referral process to SNAP E&T begins with the BPS. The process begins by screening individuals and individuals to ESP screens of VaCMS. The BPS determines the work registration status for each household member. The BPS is required to record any member as registered if the member does not meet a work registration exemption. SNAP sub-recipients who choose to volunteer are also screened by the BPS by answering a series of screening questions and referred to the SNAP E&T ESP module in VaCMS.

After an individual is referred to the SNAP E&T ESP module, the Employment Services Worker (ESW) pulls the client out of the ESP queue and contacts them via phone or electronically (via email) to schedule an initial assessment. After the employability assessment is complete, the client is assigned to an allowable Employment and Training component approved under the state plan. At this time, a client is officially enrolled in SNAP E&T. WFS has maintained a consistent position of communicating and educating BPS during conference forums to have brief conversations with SNAP applicants during interview about SNAP E&T at application, reapplication and during recertification of the benefits of participating in SNAP E&T. Individuals in the household who are evaluated by the BPS who do not have a Work Registration Exemption or a Work Requirement Exemption are referred electronically via VaCMS to the ESP module. If a participant is interested in the program, a warm hand-off is completed by the BPS to the Employment Services Team at the LDSS to manually enroll volunteers in VaCMS to be assessed and enrolled in SNAP E&T component activities.

(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.

The reverse referral form developed by WFS is forwarded by a provider/partner to E&T staff who have ongoing communication with the E&T provider. This information is communicated to the BPS using an internal communication form. Upon receipt of this information, the BPS is to contact the participant to complete the proper screening using the prompts and screens available in VaCMS if the screening did not occur during the initial application process. Those participants who are appropriate for E&T are sent to the SNAP E&T queue within VaCMS. At this point, the E&T staff will continue with assessment and enrollment into E&T.

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?

BPS currently performs the role of screening and referring clients to SNAP E&T through a set of screening questions in VaCMS. At this point, BPS are encouraged to explain the participant reimbursements offered through the E&T program to include transportation, child care, etc. BPS are also encouraged to employ person-centered strategies to further bolster recruitment into SNAP E&T. The BPS works closely with SNAP E&T staff who enroll clients in SNAP E&T and identify what participant reimbursements will be provided to the participants.

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)?

During the initial face-to-face or phone SNAP screening and interview, the BPS refers SNAP recipients who would like to volunteer for E&T to the SNAP E&T queue through VaCMS.

The information provided to the participant includes:

- Services provided through E&T (components, case management)
- Next steps in the assessment process
- SNAP E&T contact information
- Participant Reimbursements

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.?

Once a reverse referral is received, screened and sent to the E&T queue, the BPS is responsible for communicating to the participant that they are being referred to the E&T Program and that someone from the E&T unit will contact them for further assessment and information.

SNAP E&T prospective clients are informed of participant reimbursements during the initial SNAP interview when E&T is explained and discussed by the BPS. During the initial assessment, participant reimbursements are again discussed and explained for

clarification and to determine need.

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.

Next steps after referral vary across the state with each of the 34 E&T agencies. The most common next step is for the ESW to contact the participant to complete an initial (phone, in-person, virtually) within 30 days of referral.

The assessment must include the following:

- An identification and evaluation of the participant's work history, occupational skills, education and training and a determination of the individuals' ability to read and write English.
- An identification of the participant's employment goal(s).
- A detailed evaluation of supportive service needs.

The SNAP E&T worker must inform the participant of the following information:

- Program goal and requirements, including an explanation of responsibilities and expectations.
- That failure to comply, without good cause, with program requirements will result in closure of the SNAP E&T case and termination of supportive services.
- Offer an opportunity for the SNAP E&T participant to register through the Virginia Career Works Portal at <https://va-career-works.myjourney.com>. The SNAP E&T worker must also document VaCMS and the referral portal regarding the registration offer and instances when the client declines the registration offer.

SNAP E&T worker must develop a written Plan of Participation with the participant, recording the outcome of the assessment which includes:

- The component to which the participant is assigned.
- Specific responsibilities of the participant and the agency, including, but not limited to, the expected levels of participation, attendance and/or the requirement to return information to the SNAP E&T worker and report changes which impact employment and/or participation
- Component begin and end dates.
- Description of the supportive services needed by the participant to carry out the assignment.

- A plan for monitoring the participant's progress while he/she is participating in a component.

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?

Referral information is entered in VaCMS by the BPS and the information is automatically sent to the ESP queue which is reviewed by the E&T unit.

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?

Each E&T provider has their own referral form. When a referral is to be made to an E&T provider, the E&T Worker at the LDSS completes the appropriate referral form and returns it to the E&T provider via encrypted email.

XI. Assessment

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

Does the State require or provide an assessment?

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

No (*Skip to the next section.*)

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

Assessments are completed by the ESW after a participant is referred to the SNAP E&T ESP Module. Employability Assessments are provided to determine if the participant is work ready. Assessments are a holistic and ongoing process. Assessments provide valuable information to decipher the best way to guide participants towards their employment goal. The results of assessments are explained to participants and analyzed to provide guidance in determining action steps and services to be included in the Plan of Participation. From the information compiled during assessments, appropriate referrals can be made for additional services from state agencies, such as the Virginia Department for Aging and Rehabilitative Services (DARS), as well as community-based and faith-based organizations. Assessment

information is also used to determine if a participant is suitable for referrals to 50-50 partners for training and/or educational programs and services.

1. Initial Assessments may be conducted either individually or in a group. Using the Combined ESP Assessment Form, the initial assessment is completed to identify a participant's skills, goals and personal attributes that make them more likely to gain employment and be successful in their chosen occupations. An assessment identifies participants' job readiness and, if appropriate, develops a plan that outlines participants' future course of action in the program, ultimately leading to self-sufficiency. Some SNAP E&T participants may have disabilities, including temporary medical conditions, or are caring for household members with disabilities that may affect program participation.
2. Reassessments must be conducted whenever a participant completes the requirement of a component. The reassessment must take place no later than 30 calendar days following the completion of the component activity.

Assessments are communicated and shared with LDSS and with E&T Providers through either shared locally defined contracts, Data Sharing Agreements (DSA) or Memorandums of Understanding (MOU's).

SNAP E&T 50-50 providers are required to complete an assessment relative to the services they provide to determine participant appropriateness for their programs. If it is determined that the participant is not a suitable candidate for services, the participant is referred back to the SNAP E&T agency for additional screening and placement into an alternative activity.

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

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- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Click or tap here to enter text.

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

Upon enrollment in the SNAP E&T program, SNAP E&T participants become eligible for case management services. For each participant, case management is provided by the E&T Specialist as well as 50-50 partners and is incorporated into the component. If a participant is referred to a 50-50 partner, a referral form is completed to ensure a streamlined handoff of services. LDSS and 50-50 partners have regular communication to ensure that participant needs are being met and that services are being rendered. Both the LDSS and 50-50 partners conduct assessments, create service plans and monitor participant progress which are all components of case management.

All SNAP E&T participants receive case management services which are recorded in the Employment Services Program (ESP) module in the VaCMS. The Employment Services Worker (ESW) conducts an assessment with the E&T participant and provides case management services to directly support the participants employment goals as outlined on an individualized Plan of Participation. Case Management services are targeted to the needs of the participant and allow for efficient delivery of services. Time spent by the participant in an allowable activity counts toward time-engaged with SNAP E&T. Upon the enrollment of SNAP E&T individuals in VaCMS, participants continue to receive case management services for as long as they are assigned to SNAP E&T component activities.

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:	Notice of provider determination, notice of reverse referral, case closures, updated in SNAP E&T program, good cause.
State E&T staff:	LDSS E&T participation tracking, monitoring, providing technical assistance, demographic information.
Other E&T providers:	Client data, referrals, updates and services, monitoring, sharing pertinent client information.
Community resources:	Client data, referrals, updates and services, monitoring, sharing pertinent client information.

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).

Clients with significant barriers to employment receive intensive and targeted case management services. At minimum, for all SNAP E&T participants, case management is required on a monthly basis. Case narrative and case management services on each participant is maintained in VaCMS participant records.

Employment Service Workers are trained in wrap-around case management principles to ensure participants are provided with a high level of support and assistance with potential barriers that may prevent self-sufficiency. These services are often provided in a case staffing format with multiple workforce and social service providers offering input and resources to address potential participant issues.

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.

N/A

What is the length of the conciliation period?

N/A

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.

Good Cause for Failure to Participate

a. Prior to termination, the SNAPET worker must determine if a good cause reason for the noncompliance existed at the time of the noncompliance. Documentation must be requested from the participant as part of the evaluation.

The good cause investigation will consist of an evaluation of information in the case record. When there has been no recent contact with the participant, efforts must be made to determine if the participant has contacted the SNAPET worker to discuss the problem, giving a reason for not attending an interview, or for not completing an assignment, or having not kept any program related appointment.

A reasonable effort must be made to contact participants. The worker must document that an attempt by telephone, email or mail (USPS) has been made prior to terminating the case. The purpose of this contact is to ensure the participant understands the program and has an opportunity to explain the reason for noncompliance.

The SNAPET worker may issue a warning to a participant instead of closing the SNAPET case when there has been a misunderstanding of the requirements and there have been no prior acts of noncompliance. The SNAPET worker must send the Notice within three working days of the date he/she becomes aware of the act of noncompliance.

The Notice must inform the participant of the specific requirement that was not met and advise the participant to contact the SNAPET worker within five working days from the date the Notice of Closure was mailed to establish good cause.

1. If the participant does not respond to the Notice by the date given, he/she is subject to termination from the program.
2. If the participant responds to the Notice, the information becomes part of the documentation needed to determine if the SNAPET case will close. If the registrant does not present good cause, the SNAPET case must close. If good cause is determined to exist, the SNAPET case will not be affected.

Reasons for Terminating SNAPET

Failure to:

- a. complete and return the pre-assessment form or other requested information by the required date;
- b. report for scheduled appointments and/or interviews;
- c. actively engage in Supervised Job Search or to complete requirements designated in the annual local Employment and Training Plan and state policy;
- d. report to or complete a Work Experience assignment, including job search;
- e. report to or complete assigned education and training activities, including job search;
- f. report to or complete other assigned SNAPET activities as stated on the Plan of Participation;

g. accept available supportive services, thereby preventing participation in any mandatory program activity;

h. accept a bona fide offer of suitable employment. A bona fide job offer is an actual job offer given in good faith without dishonesty, fraud or deceit.

The job offer must: 1. not be beyond the physical or intellectual capabilities of the registrant; and 2. provide reasonable compensation (either the federal minimum wage or the prevailing wage in the community for that type of job). i. report to an employer to whom the participant was referred by the SNAPET worker.

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

A participant who has good cause for noncompliance will not be terminated.

Good cause exists if:

1. The participant's inability to fulfill program requirements is due to circumstances outside his/her control or is the result of a change in circumstances over which the participant had no control,
2. Childcare is necessary for an individual to accept employment or enter or continue in the program, and childcare cannot be arranged by the recipient nor provided by the agency.
3. Transportation is necessary for an individual to accept employment or enter or continue in the program, and transportation cannot be arranged by the recipient nor provided by the agency.

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.

It is not the usual practice to assign individuals in the SNAP E&T program to activities in which they cannot actually participate. However, in the event there was no opening for the E&T participant, the lack of participation would meet the good cause criteria of inability to fulfill program requirements due to circumstances outside his/her control.

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.

Within 30 days of program enrollment, E&T providers communicate provider determinations to the agency SNAP E&T point of contact (Supervisor, Case Manager, etc.). From there, the agency SNAP E&T point of contact uses the agency internal communication form to send this information to the BPS. In addition, the BPS is responsible for addressing and documenting provider determinations. The BPS and E&T Worker may consult with one another and communicate with the E&T provider for additional information that would assist in making the most suitable choice.

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

Local Department of Social Services (LDSS) staff are required to notify SNAP E&T participants who have been issued provider determination by an Employment and Training program or 50-50 provider within 10 days of receiving the information from the provider.

By the next recertification period the LDSS must select one of the following steps after an individual receives a provider determination.

1. Refer the individual to an appropriate employment and training component.
2. Refer the individual to an appropriate workforce partnership, if available.
3. Re-assess the individual for mental and physical fitness
4. Coordinate with other Federal, State, or local workforce or assistance programs to identify other Employment and Training opportunities.

Provider Determinations are required to be documented in the case record and a notation of which one of the four steps listed above was taken.

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>7,000</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>500</p>
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	<p>Estimated Total: \$620,000</p>
<p>IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)</p>	<p>\$51,667</p>
<p>V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)</p>	<p>\$103</p>

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
Child Care	N/A	VDSS - Child Care Subsidy Program.	Direct payment to the vendor/provider through Child Care Subsidy Program.
Transportation <ul style="list-style-type: none"> • Gas cards/vouchers • Bus tickets • Ride share • Minor car repairs 	N/A	Division of Benefits Programs- SNAP E&T Program.	Reimbursement for the actual amount. Virginia pays providers directly for participants' services or provides the participant with a voucher. The LDSS pays the amount, enters the amount in the State LASER system (accounting system) and are reimbursed against
Clothing suitable for job interviews.	N/A		

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Licensing and bonding fees for a work experience or job placement.	N/A		their allocations for supportive and purchase services. LASER is monitored at the state level and the local agencies are visited yearly to review expenditures and enrollments.
Uniforms, Work shoes and purchase of an initial set of tools or equipment.	N/A		
<p>Medical services:</p> <ul style="list-style-type: none"> • TB testing • Eye exams and vision correction • Dental (routine cleaning) 	N/A	Division of Benefits Programs- SNAP E&T Program.	Reimbursement for the actual amount. Virginia pays providers directly for participants' services or provides the participant with a voucher. The LDSS pays the amount, enters the amount in the State LASER system (accounting system) and are reimbursed against their allocations for supportive and
<p>Requirements for educational Components</p> <ul style="list-style-type: none"> • Personal safety items required to complete training/educational coursework • Books 	N/A		

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
<ul style="list-style-type: none"> Course registration fees 			<p>purchase services. LASER is monitored at the state level and the local agencies are visited yearly to review expenditures and enrollments.</p>
<p>Union dues necessary for employment.</p>	<p>N/A</p>		
<p>Housing assistance including rent/or utilities</p> <p>Broadband/Internet Access/Wi-Fi, Laptops & Tablets for Education, Vocational Training and Job Retention Components.</p>	<p>Housing assistance is for emergencies only and on a case-by-case basis. Not to exceed \$1,500.00 per occurrence and no more than two times in a 12-month period.</p> <p>\$1,200 cap</p>	<p>Division of Benefits Programs-SNAP E&T Program.</p>	<p>Reimbursement for the actual amount. Virginia pays providers directly for participants' services or provides the participant with a voucher. The LDSS pays the amount, enters the amount in the State LASER system (accounting system) and are reimbursed against their allocations for supportive and purchase services. LASER is monitored at the state level and the local agencies are visited yearly to review</p>
<p>Driver's License restoration</p>	<p>Exceptions apply to certain conviction-related suspensions and revocations. A list of these suspensions and revocations can be found at https://www.dmv.virginia.gov/webdoc/pdf/dmv39f.pdf.</p>		

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
	Assistance is limited to \$300.00 per occurrence and no more than once in a 12 month period.		expenditures and enrollments.

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.

SNAP recipients participating in the E&T program are eligible to receive childcare assistance through the Virginia Child Care Subsidy Program. The copayment is determined by the household income. If the household income is \$0, then the copayment is \$0 as well.

The Commonwealth of Virginia conducts market surveys every three years and the results are received and tabulated. The data is used to determine the cost of care by locality throughout the Commonwealth and is a Federal Requirement of the Child Care and Development Fund (CCDF). This is the major source of funding for the Virginia Child Care Subsidy Program.

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?

Child care is an important supportive service provided by the Department of Social Services. The VDSS Childcare Subsidy program works to develop suitable placements through community outreach efforts to ensure that slots are available. Outreach efforts include working with child care businesses and development programming for family home providers to ensure availability.

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.

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Information for work registrant data is provided by the VDSS Office of Research and Planning utilizing the source system- VaCMS. This is a count of distinct VACMS distinct individual id numbers of eligible work registrants on October 1. The individual id number is an exclusive number assigned to each individual customer. The numbers are not duplicated. The process involves confirming or identifying SNAP cases in application status that were identified during the reporting period. Secondly, next steps involved identifying eligibility begin and end dates. Thirdly, identifying new registrants based on individual program status and work registration requirement codes. These are unduplicated numbers as assigned through the SNAP eligibility process in our case management system. To produce this report, the data from the VaCMS system is loaded into an ESP Data Mart. Aggregation rules are utilized with reference to specific section headings from a sample report. The aggregation rules reference business names from the VaCMS system. Once this is completed the number of work registrants receiving SNAP is reported on October 1st of the new fiscal year.

Describe measures taken to prevent duplicate counting.

Each person assigned to a benefits case receives a unique individual ID number that distinguishes them within the case. These ID numbers are never duplicated or shared among members. When creating SNAP E&T participant lists and generating reports, any duplicate individual ID numbers are promptly eliminated.

Data is pulled once annually on the second day of each FFY effective for October 1. This run corresponds to "COMPLETE ON FIRST QUARTER REPORT" section

line 1. Individual Eligible Participants are counted distinctly by their VACMS.INDV_ID for this report section/line 1.

2. Data is pulled four times annually 45 days after the completion of the a quarter. For example, August 15th for the period April-June. (Feb 15, May 15, Aug 15, Nov 15 of each FFY) These Quarterly runs have an effective end date of the last day of each quarter (Dec 31, March 31, June 30, Sept. 30) These quarterly runs correspond to lines 1-5 in the “COMPLETE EACH QUARTER” section. Rules for duplication by line for lines 2 through 5 to be addressed in the detail section.

3. The end of the FFY process will run on November 15 of each year. This run corresponds to “COMPLETE ON FOURTH QUARTER REPORT FOR ENTIRE FISCAL YEAR” Two separate rule sets for duplication are used. “COMPONENTS” and “EMPLOYMENT AND TRAINING PROGRAM PARTICIPATION” sections apply their own rules sets to count distinctly by their VACMS.INDV_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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys 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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

VaCMS is the VDSS/Division of Benefit Programs case management and benefits eligibility system of record. VDSS will collect data for the National Reporting measures identified in 7 CFR 273.7(c)(17). The information regarding component progression and outcomes is found in a combination of VaCMS and the local SNAP E&T agency data. Locals have maintained records of credential attainment and is reported manually to VDSS for reporting purposes. Each year Virginia has submitted its annual E&T report as required using the following data sources: VaCMS data and VEC. A DSA exists to obtain wage data for SNAP E&T Participants between the Virginia Department of Social Services (VDSS) and Virginia Employment Commission (VEC). We will use October 1, 2024-September 30, 2025 for the FY 2025 Annual Outcome Reporting Measures Report. (Numbers are calculated by our VaCMS system and provided by the VDSS Enterprise Business Services Office. Duplicates are not counted.

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

N/A

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

N/A

State Component Reporting Measures

Check all data sources used for the State-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

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

VaCMS – Virginia Case Management System

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

N/A

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

N/A

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

N/A

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Supervised Job Search (SJS)	Number of people who obtain unsubsidized employment after completion of the component.	Numerator includes those participants who obtained employment after completing the component during the period of 10/01/2024 to 09/30/2025.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2024 to 9-30-2025.
Job Search Training (JST)	Number of people who obtain unsubsidized employment after completion of the component.	<p>Numerator includes those participants who obtained employment after completing component during the period of 10/01/2024 to 09/30/2025.</p> <p>Denominator will include the number of participants that participated in Job Search Training during the period of 10/01/2024 to 09/30/2025.</p>
Career/Technical or Other Vocational Training	Number of people who obtain a credential after completion of the component.	<p>Numerator includes those participants who obtained a credential after completing component during the period of 10/01/2024 to 09/30/2025.</p> <p>Denominator will include the number of participants that participated career/technical or other vocation training during the period of 10/01/2024 to 09/30/2025.</p>
Career/Technical and Other Vocational Training	Number of people who obtain unsubsidized employment after completion of the component.	<p>Numerator includes those participants who obtained unsubsidized employment after completing component during the period of 10/01/2024 to 09/30/2025.</p> <p>Denominator will include the number of participants that participated in career/technical or other vocation training during the period of 10/01/2024 to 09/30/2025.</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Work Experience (WA)	Number of people who obtain unsubsidized employment after completion of the component.	<p>Numerator includes those participants who obtained unsubsidized employment after completing component during the period of 10/01/2024 to 09/30/2025.</p> <p>Denominator will include the number of participants that participated Work Experience (WA) during the period of 10/01/2024 to 09/30/2025.</p>
Job Retention (JR)	Percentage of participants that retained employment for at least 90 days.	<p>Numerator will include the number of participants who maintained unsubsidized employment for at least 90 days during the period of 10/01/2024 to 09/30/2025.</p> <p>Denominator will include the number of participants that participated in Job Retention during the period of 10/01/2024 to 09/30/2025.</p>
Basic Education	Number and percentage of total basic education participants who obtained credential/GED within the reporting period.	<p>Numerator will include the number of participants who obtained credential/GED during the period of 10/01/2024 to 09/30/2025.</p> <p>Denominator will include the number of participants that participated in Basic Education during the period of 10/01/2024 to 09/30/2025.</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?

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- 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.

N/A

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

N/A

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

N/A

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.

N/A

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.

N/A

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.)

N/A

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?

N/A

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?	N/A
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.)	N/A
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.)	N/A
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	N/A

Table F.III. Available Qualifying Activities

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

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

Table F.IV. Estimated cost to fulfill the pledge

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

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

G. Component Detail

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

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

I. Non-Education, Non-Work Components

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

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.

- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

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

Details	Supervised Job Search (SJS)
<p>Summary of the State guidelines implementing SJS</p>	<p>Supervised Job Search are activities that occur in state-approved locations or systems where job-search activities are directly supervised and the timing/activities are tracked. This component requires participants to make a predetermined number of inquiries to prospective employers over a specified period of time. Examples of state approved locations may include but are not limited to American Job Centers (A.J.C's), Public Libraries, Employment Service Organizations (E.S.O's), 50-50 Providers and use of software/electronic platforms which track & time job search activities. Supervised Job Search may be self-paced and can occur remotely or in person, but engagement with case management for review has to occur at least monthly. Supervised Job search activities must have a direct link to increase employment opportunities.</p>
<p>Direct link</p>	<p>All Supervised Job search activities must have a direct link to increase employment opportunities. The criteria to assign clients to supervised Job Search is based on evaluating that a reasonable success will be achieved in obtaining successful employment. Employment Service Workers (ESW) assess the assignment of each person's suitability for different jobs based on Labor Market Information (LMI) and developing sector strategy approaches to increasing a deep understanding of the interrelationships between business competitiveness and the workforce needs of the targeted industry. The goal of supervised job search should be to prepare for specific in-demand-high wage occupations. Supervised Job Search should be focused on helping clients identify personal goals, overcome personal barriers and develop leadership skills leading to the effective identification of employment opportunities.</p>

<p>Target population</p>	<p>This component is open to all SNAP E&T participants if suitability is determined through the assessment process. Target groups may include but is not limited to the following:</p> <ul style="list-style-type: none"> • Individuals seeking to Increase household income above the ALICE threshold (Asset Limited, Income Constrained & Employed) and reduce reliance on public assistance. • Veterans • Individuals who are experiencing homelessness or who are housing insecure • Out of School Youth • ABAWDs (If applicable pending Federal & State Public Health Emergency) • SNAP E&T Volunteers • Individuals 50 years of age or older • Individuals who were formerly incarcerated; • Individuals participating in a substance use disorder recovery program • People living with disabilities seeking to enter the workforce • Other individuals with substantial barriers to employment • Households facing multi-generational poverty to support employment and workforce participation through an integrated and family-focused approach to providing supportive services
<p>Criteria for participation</p>	<p>The criteria for participation in SNAP E&T Supervised Job Search Component is based on a comprehensive Initial Assessment conducted by the SNAP E&T ESW. If it is determined, during the Initial Assessment, that the participant has marketable job skills and adequate work experience in his/her chosen career field, the participant would then be a good candidate for Supervised Job Search. Other considerations would be whether or not the</p>

	<p>participant has the skills in the use of computers, access to the tools necessary for participating in online job searches (i.e., computers and internet services). Following the Initial Assessment and based upon the information gathered and analyzed, the Employment Service Worker and the participant will decide if Supervised Job Search is the best component activity for the participant based on participants strengths and goals. In addition, participants assigned to this component must participate in up to 8 weeks of supervised job search every 12 months. Supervised Job Search may occur virtually via a variety of online software platforms coordinated and facilitated by Employment Service Workers (ESW).</p>
Geographic area	Statewide
E&T providers	<ul style="list-style-type: none"> • SNAP E&T LDSS' • Northern Virginia Family Services • Equus Workforce Solutions <ul style="list-style-type: none"> ○ CARITAS ○ HumanKind Ways to Work • Moving Forward Agency
Projected annual participation	250
Estimated annual component costs	\$321,000.00

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

Details	Job Search Training (JST)
Description of the component	<p>This component will enhance the job readiness of participants by providing job seeking techniques and methods to increase motivation and self-confidence.</p>

	<p>Job Search Training includes activities that may consist of employability skill assessments, employability training, job placement services, or other direct training or support activities, including educational programs to expand the job search abilities or employability of the registrant. The Employment and Training Annual Plan must describe whether the local department will utilize Job Search Training component. If utilized, the process must be described and may include the following:</p> <ul style="list-style-type: none"> • Group or Individually coordinated job search training activities may consist of employability assessments, occupational exploration, training and counseling in personal preparation for employability, and training and counseling in techniques for identifying and pursuing employment opportunities (including information on local emerging and demand occupations and job placement services).
<p>Target population</p>	<p>This component is available to all SNAP E&T participants as determined through the assessment process.</p>
<p>Criteria for participation</p>	<p>Typically, assignments to Job Search Training are determined based on the results of the Initial Assessment. If it is determined, during the Initial Assessment, that the participant has a poor work history, has displayed problems adjusting to a work environment, has inadequate or poor job interviewing skills, and/or poor job search skills, the participant would then be a good candidate for Job Search Training which also covers Job Readiness Skills including soft skills. Following the Initial Assessment and based upon the information gathered and analyzed, the Employment Service Worker and the participant will decide if Job Search Training is the best component activity for the participant based on participants strengths and goals.</p>

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Geographic area	Statewide
E&T providers	<ul style="list-style-type: none"> • SNAP E&T LDSS • Northern Virginia Family Service • Equus Workforce Solutions <ul style="list-style-type: none"> ○ CARITAS ○ HumanKind Ways to Work • Moving Forward Agency
Projected annual participation	380
Estimated annual component costs	\$487,920.00

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

Details	Job Retention (JR)
Description of the component	SNAP E&T agencies and partners choosing to offer the job retention component must provide at least 30 days and no more than 90 days of job retention services. Job Retention support must be directly related to a participant's continued efforts to maintain employment and offer the participant the ability to advance living wages careers.
Target population	Job Retention can be offered to all SNAP E&T participants who gain unsubsidized employment.
Criteria for participation	The criteria for receiving Job Retention Services are determined upon the needs of the participant once he/she enters employment as long as the employment was obtained while he/she was receiving other SNAP E&T services. Once employment has been verified, a Reassessment will be conducted and the participant will be assigned to Job Retention Services for a minimum of 30 days and a maximum of 90 days.
Geographic area	Statewide
E&T providers	<ul style="list-style-type: none"> • SNAP E&T Local Departments of Social Services • Northern Virginia Family Service • Equus Workforce Solutions <ul style="list-style-type: none"> ○ CARITAS ○ HumanKind Ways to Work • Moving Forward Agency
Projected annual participation	450
Estimated annual component costs	\$577,800

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

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

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

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

II. Educational Programs

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

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>SNAP E&T participants are offered the opportunity to be referred to the Virginia Department of Education ABE/GED program if basic skill remediation is identified through the SNAP E&T assessment process. Formalized relationships in terms of MOU’s exist between LDSS and Adult Basic Education Providers. VDSS is a mandatory partner alongside WIOA Title II providers which include Adult and Basic Education (ABE) – Virginia Department of Education (VDOE). This is embodied under the Commonwealths of Virginia’s Combined WIOA Plan. Wrap around services are coordinated with LDSS’s to ensure seamless service delivery to SNAP E&T participants assigned to this component. Credentials obtained after the completion of the EPB include the following;</p> <p>Adult Basic Education (ABE) – ABE programs are designed to help adults improve their skills in reading, writing, mathematics, language acquisition and other basic skills. Students working below the ninth-grade level receive help to transition to Adult Secondary Education.</p> <p>GED – Currently, the only Virginia board-approved HSE examination is the GED test, which was developed to enable persons who have not graduated from high school to demonstrate the attainment of abilities normally associated with completion of a high school program of study. GED Testing Service is a joint venture of the American Council of Education and Pearson.</p>
Target population	SNAP E&T participants who self-select or have been identified through the educational skills assessment process may be referred.
Criteria for participation	Typically, assignments to Basic/Foundational Skills Components, such as Adult Basic Education (ABE), are determined based on the results of the Initial Assessment. If it is determined, during the Initial Assessment, that the participant has poor reading/writing and math skills, lack of a high school diploma or GED, the participant would then

	be a good candidate for an assignment to an Adult Basic Education Component. A referral would be made to the Virginia Department of Education ABE/GED program for further literacy skills assessments.
Geographic area	Statewide
E&T providers	Virginia Department of Education
Projected annual participation	220
Estimated annual component costs	Program cost is paid by the Virginia Department of Education. SNAP E&T does not include costs for this component. SNAP E&T may provide support services/participant reimbursement if required for successful component completion.
Not supplanting	SNAP E&T is not charged for Adult Education costs. Cost for participation is provided by other sources both state and federal.
Cost parity	SNAP E&T is not charged for Adult Education costs. Cost for participation is provided by other sources both state and federal.

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	This component provides training in a workforce-based, high-wage/high demand skill or trade that will improve employability of participants and allow the participant to move directly into employment or will provide skill enhancement to increase employment advancement opportunities.
Target population	This component is open to all SNAP E&T participants who demonstrate the willingness and skill level required for technical training.
Criteria for participation	Assignments to Educational or Vocational Training programs are usually determined based on the results of the initial or ongoing assessments. If it is determined,

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	<p>during the Assessment, that the participant has the basic educational skill level required for enrolling in a technical training program, a referral will then be made to the institution of higher learning for further assessments. If it is determined that the participant would then be a good candidate for vocational training, the Plan of Participation will be updated to reflect assignment to Vocational Training.</p> <p>Technical education opportunities are available to all participants who have demonstrated desire and skill competency to complete an educational component. SNAP E&T partners determine admission requirements for each program.</p> <p>Popular trades, courses and programs pursued by SNAP E&T participants include Healthcare (Nurse Aide, Medication Technican, Medical Coding & Billing), Commerical Driver’s License, Information Technology and Human Services.</p>
Geographic area	Statewide
E&T providers	<ul style="list-style-type: none"> • Virginia Community College Systems (VCCS) • Moving Forward Agency • Equus Workforce Solutions
Projected annual participation	12,500
Estimated annual component costs	\$16,050.000.00
Not supplanting	<p>Partner billing procedures adhere to the non-supplantation requirements of the SNAP 50-50 program. E&T providers must follow specific rules regarding what can be charged to an E&T education component. Providers are trained on activities charged to E&T during on-boarding, quarterly trainings and mid-year refreshers. This information is also available in the Partner Handbook. It is stipulated that funds may not supplant non-federal funds for existing</p>

	educational services and activities and E&T may not be charged more than what the general public would pay for the same service.
Cost parity	E&T Providers are required to state in their yearly Work Plans that any services provided for education or training must demonstrably show they are equitable and do not otherwise exceed what typical non-SNAP sub-recipients would pay (e.g., tuition). Services rendered must be reasonable in nature and amount, and should not exceed a cost that would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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

Details	English Language Acquisition (EPEL)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	N/A

Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

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

Details	Work Readiness Training (EPWRT)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	N/A
Target population	N/A

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Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

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	In this component, participants gain work experience and new job skills through unpaid work in a public, private non-profit or for-profit agency. The primary focus of Work Experience: Work Activity is to help the participant develop good work habits, additional job skills, positive work attitudes and an understanding of the employee-employer relationship. Participants may be offered a Work Experience opportunity if they are preparing to enter the workforce and it is determined that additional guidance is required to yield sufficient employment opportunities.
Target population	Upon completion of a comprehensive assessment, SNAP E&T participants who have limited work histories and/or those who have completed unsuccessful supervised job searches will be offered an opportunity to participate in the work experience component.
Criteria for participation	Assignments to Work Experience are determined based on the results of ongoing Assessments. If it is determined, during the assessment processes, that the participant has a poor work history, or has been unsuccessful in their supervised job search attempts, then the participant would then be a good candidate for Work Experience. Following the Initial and ongoing Assessments and based upon the information gathered and analyzed, the Employment Service Worker and the participant will decide if Work Experience is the best component activity for the participant based on participants strengths and goals.
Geographic area	Statewide
E&T providers	<ul style="list-style-type: none"> • SNAP E&T Local Department of Social Services (LDSS) • Northern Virginia Family Services • Moving Forward Agency
Projected annual participation	20
Estimated annual component costs	\$25,680.00

Table G.XIII. Work Experience: Internship

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

Table G.XIV. Work Experience: Pre-Apprenticeship

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

Table G.XV. Work Experience: Apprenticeship

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

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

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

Table G.XVII. Work Experience: Transitional Jobs

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

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

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

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 type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

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

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

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

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

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

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

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

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	
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.

--

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:	Virginia Community College Systems
Service Overview:	Network of 23 community colleges located throughout the Commonwealth of Virginia providing tuition assistance and financial aid, education and training, career development/ career coaching/advising, student success coaching, soft skills and work readiness preparation. Programs: Fast Forward and G3.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Career/Technical Education Programs or other Vocational Training (EPC)
Credentials Offered:	<p>Fast Forward:</p> <p>Logistics and Transportation: CDL, Engine Repair, Hydraulics, Drone Pilot Airman, Certified Flagger, Electrical Service Technician, Power Industry Professional, Asphalt Plant Operator, Paving Engineer.</p> <p>Healthcare: Nursing Aide, EMT, EKG Technician, Pharmacy Technician, Billing & Coding Specialist, Medication Assistant.</p> <p>Welding & Manufacturing: Electronics and Manufacturing Technologies.</p> <p>Skilled Trades: HVAC, Facilities Maintenance, Construction, Carpentry, Powerline Maintenance.</p>

Contract or Partner Name:	Virginia Community College Systems
	<p>Information Technology: Systems Security, Ethical Hacking, Network and Server Administration.</p> <p>Business & Customer Service: Project Management, Customer Service & Sales, Human Resources, Insurance Sales.</p> <p>Education: Teacher certification</p> <p>G3: Early Childhood Education, Healthcare, Information Technology, Public Safety and Skilled Trades (construction and manufacturing).</p> <p>Culinary Arts Programs: Culinary Arts and Management, Culinary Arts, Pastry Arts Specialization, Culinary Management Specialization, Baking Specialization</p>
Participant Reimbursements Offered:	Tuition cost gaps, Transportation, Textbooks, Technology Equipment (laptops, wifi hotspots), required supplies for classes and/or employment
Location:	Statewide
Target Population:	Volunteer SNAP recipients (students)
Monitoring of contractor:	Contractor is monitored annually as well as quarterly thorough the quarterly reports.
Ongoing communication with contractor:	Communication occurs between the contractor and the contract administrator on an as needed basis as well as monthly check-ins.
Total Cost of Agreement:	\$7,985.992.82
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

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						
	Staff	Salary	Totals	% Spent		
	FTE-Program Manager	\$117,848	\$58,924	50%		
	FTE-Program Consultant Sr.	\$79,756	\$79,756	100%		
	FTE-Program Consultant Sr.	\$81,081	\$81,081	100%		
	FTE-Program Consultant Sr.	\$81,081	\$81,081	100%		
	Wage - Program Consultant	\$91,346	\$91,346	100%		
	Wage - 50-50 Coordinator	\$68,494	\$68,494	100%		
	Wage - 50-50 Coordinator	\$68,494	\$68,494	100%		
	Total		\$529,176			
Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.						
	Benefit Name	4-FTE's	Per unit	=	Total	
	RETIREMENT	\$300,840	X 12.52%	=	37,665	
	FICA-STATE	\$300,840	X 7.65%	=	23,014	
	GROUP INS.	\$300,840	X 1.18%	=	3,550	
	MEDICAL	4	X 14,192	=	56,768	
	RETIREE MEDICAL/HOSP	\$300,840	X 1.12%	=	3,369	
	LONG TERM DISABILITY	\$300,840	X 0.50%	=	1,504	
	Total				125,870	

<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>All 50-50 contracts will provide direct E&T program services to E&T participants.</p>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>Average cost for telephone and IT costs paid to VITA (state IOT agency) is \$1,400</p> <p>6.5 staff x \$1,400 = \$9,100</p>
<p>Materials: Describe materials to be purchased with E&T funds.</p>	<p>Based on FY24 expenditures:</p> <p>Office supplies = \$8,500 Mailings = \$4,500 Printing = \$3,994</p> <p>Total = 16,994</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><u>In-state travel (agency visits, conferences, workforce meetings):</u></p> <p>Mileage reimbursement: Agency visits: estimated at \$250.00 per visit. Three SNAP E&T Program Consultants will travel throughout the year on an average of 5 occasions. (\$250.00 x 5 x 3 = \$3,750). Bi-annual Benefit Programs Organization (BPRO) conference to facilitate SNAP E&T workshops for 3 SNAP E&T Program Consultants, \$870. Miscellaneous statewide workforce meetings, \$434 (shared amongst 3 SNAP E&T Program Consultants).</p> <p>Lodging & Per Diem For agency visits which require overnight stay, travel</p>

	<p>reimbursement is estimated to be an average of \$270 per day with an average of 3 occasions per 3 SNAP E&T Program Consultants. ($270 \times 3 \times 3 = \\$2,430$).</p> <p>Total of mileage reimbursement, lodging and per diem: \$7,484.00</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	<p>Total staff = 6.5 Monthly rent per FTE = \$552.41</p> <p>Total annual = \$43,088</p>
<p>Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p>	<p>N/A</p>

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

The Agency uses a PUBLIC ASSISTANCE COST ALLOCATION PLAN (PACAP) that is approved by the U.S. Department of Health & Human Services / Division of Cost Allocation for its' indirect costs.

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.

Participant reimbursements are offered through the LDSS and Third Partner Partnerships. These include: transportation, childcare, work-related supplies/testing or other as determined by policy, housing/utility support as outlined in policy. Our partners also work with LDSS to ensure that participant reimbursement are available and/or support services are available through community partners at no charge to the program or the SNAP participant. As part of the contractual development process for vendors, we require them to submit a work plan and budget. Prior to approval, we ask for amendments as needed. The participant reimbursement costs are amounts that

are the actual contracted amounts which are based upon expenditures from prior years, the number of participants to be served, and the nature of the services to be provided.

SNAP E&T State Plan Handbook

Final Audit Report

2024-09-20

Created:	2024-09-20
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Status:	Signed
Transaction ID:	CBJCHBCAABAAQ-_kgb_SxAZXkbue3iK4qG0jjZOVvKni

"SNAP E&T State Plan Handbook" History

-  Document created by Valerie Dunbar-Brooks (valerie.dunbar-brooks@dss.virginia.gov)
2024-09-20 - 1:27:04 PM GMT
-  Document emailed to Angela Morse (angela.Morse@dss.virginia.gov) for signature
2024-09-20 - 1:27:14 PM GMT
-  Document emailed to Jerone Davis (jerry.davis@dss.virginia.gov) for signature
2024-09-20 - 1:27:14 PM GMT
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State Name (choose from drop down list) VIRGINIA

Fiscal Year FY2025

Section A: Contracts and Partnership Matrix

Instructions for completion: Complete all columns that are "gray". Amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State and local funds for each partner. If a State agency is considering 75 percent reimbursement for those contracts/partnerships that will provide E&T services for ITOs the amount of 50/50 funds may be higher. Indicate the number of SNAP E&T participants that each partner is projecting will be served in the FY. The columns that are "blue" are fields that will automatically calculate and repopulate sections of the planned expenses for the operating budget. If the Partner or Contractor is acting as an Intermediary for the State SNAP Agency and holds contracts for the delivery of SNAP E&T Services Section A-1 should be completed that list the subcontracts held by each Intermediary. Examples are provided for demonstration purposes - State agencies should remove those examples.

Total Contracts/Partnerships \$ - \$ 16,486,133 \$ 16,486,133 \$ 109,000 \$ 16,595,133 \$ 12,071

Table with 11 columns: Partner or Contractor Name, Is an Intermediary with Subcontractors (Yes/No), Service Type (IT, Consultants, E&T Services), Amount of 100 percent Federal Funds (this would incl ABAWD Pledge Funds), Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal share), Total Admin Costs, Total Participant Reimbursement Costs (inclusive of federal and non-federal share), Total Budget, Percent of Overall Budget, Proposed Number of Participants, ITO E&T - 75 percent Yes or No. Rows include Virginia Community College Systems, Moving Forward Agency, Equus Workforce Solutions, Northern Virginia Family Services, and Virginia Community College Workforce Portal.

State Name (choose from drop down list) VIRGINIA					Fiscal Year FY2025								
Section A: Contracts and Partnership Matrix													
<i>Instructions for completion: Complete all columns that are "gray". Amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State and local funds for each partner. If a State agency is considering 75 percent reimbursement for those contracts/partnerships that will provide E&T services for ITOs the amount of 50/50 funds may be higher. Indicate the number of SNAP E&T participants that each partner is projecting will be served in the FY. The columns that are "blue" are fields that will automatically calculate and repopulate sections of the planned expenses for the operating budget. If the Partner or Contractor is acting as an Intermediary for the State SNAP Agency and holds contracts for the delivery of SNAP E&T Services Section A-1 should be completed that list the subcontracts held by each Intermediary. Examples are provided for demonstration purposes - State agencies should remove those examples.</i>													
Total Contracts/Partnerships		\$	-	\$	16,486,133	\$	16,486,133	\$	109,000	\$	16,595,133	\$	12,071
Partner or Contractor Name	Is an Intermediary with Subcontractors (Yes/No) If Yes, complete Tab A-1 (Drop down list)	Service Type (IT, Consultants, E&T Services) (Drop down list)	Amount of 100 percent Federal Funds (this would incl ABAWD Pledge Funds)	Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal share)	Total Admin Costs	Total Participant Reimbursement Costs (inclusive of federal and non-federal share)	Total Budget	Percent of Overall Budget	Proposed Number of Participants	ITO E&T - 75 percent Yes or No			
Total Contracts/Partnerships		\$	-	\$	16,486,133	\$	16,486,133	\$	109,000	\$	16,595,133	\$	12071

Instruction for Completion: Information on this sheet should be completed for any State Agency Intermediaries that directly hold subcontracts for the delivery of SNAP E&T Services. The following should be indicated for each subcontract: the name of the Intermediary that holds the subcontract; the name of the subcontractor; the geographic area where SNAP E&T are provided; the year the subcontract was established; the year the subcontract ended; components and the participant reimbursements that are offered; whether virtual services are provided and the expected annual number of SNAP E&T participants to be served by the subcontractor. Examples are included for demonstration purposes, please remove examples before submitting to FNS.

Table with 9 columns: Intermediary Name, Subcontractor Agency Name, Geographic Area Served, Year Subcontract Established, Year Subcontract Ended, Components Offered, Participant Reimbursements Offered, Virtual Services (Yes/No), Annual Number of Participants to be Served. Includes rows for 'Equus' with HumanKind and Caritas subcontractors.

State Name (choose from drop down list)	VIRGINIA	Fiscal Year	FY2025
Section B - Operating Budget			
<i>Instructions for completion: Complete all cells, as applicable that are shown in gray. The cells that are blue are either being prepopulated from contracts or partnerships table or will automatically calculate and populate some of the cells that are included in the Funding Sources table. the Non-Federal Share will include any State/local funds or funds being provided through third-party partnerships. Federal share will include the 100 percent Federal E&T funds and the federal share of the 50/50 funds.</i>			
Expense Category	Non-Federal Share	Federal Share	Total
I. Direct Program and Admin Costs			
Salary/Wages (State agency only)	\$ 264,588.00	\$ 264,588.00	\$ 529,176.00
Fringe Benefits - provide approved fringe benefit rate percentage in line 8 below. Or provide total fringe benefits in line 9 if multiple rates are used by the State agency			
	\$ -	\$ -	\$ -
Fringe Benefits -	\$ 62,935.00	\$ 62,935.00	\$ 125,870.00
Non-capital equipment	\$ 4,550.00	\$ 4,550.00	\$ 9,100.00
Materials	\$ 8,497.00	\$ 8,497.00	\$ 16,994.00
Travel	\$ 3,742.00	\$ 3,742.00	\$ 7,484.00
Building Space	\$ 21,544.00	\$ 21,544.00	\$ 43,088.00
Equipment and other capital expenditures	\$ -	\$ -	\$ -
<i>Subtotal - State agency costs only</i>	\$ 365,856.00	\$ 365,856.00	\$ 731,712.00
Contractual Costs: <i>Is prepopulating from Contract-Partnerships Table, must not include Participant reimbursements.</i>	\$ 8,243,066.49	\$ 8,243,066.49	\$ 16,486,132.98
County Administered Program Admin Cost, if applicable: <i>Is prepopulating from Tab D - Optional County Admin Budget.</i>	\$ 333,167.14	\$ 1,171,363.14	\$ 1,504,530.28
County Administered Direct Program Admin Cost , if applicable. <i>Enter County costs here if Tab D - Optional County Admin Budget table is not used.</i>			\$ -
Total Direct Program and Admin Costs	\$ 8,942,089.63	\$ 9,780,285.63	\$ 18,722,375.26
II. Indirect Costs - using indirect cost rate: <i>Indirect costs are only calculated on the subtotal of State agency costs shown on Row 15.</i>			
Indirect Costs - provide approved indirect cost rate percentage in line 23 below.			
	\$ -	\$ -	\$ -
Federally Approved Cost Allocated Costs - State agency only.	\$ 42,510.00	\$ 42,510.00	\$ 85,020.00
County Administered Allocated Costs (only applicable to County Administered Programs)	\$ 1,500,000.00	\$ 1,500,000.00	\$ 3,000,000.00
Total Allocated Costs based on Cost Allocation Plan	\$ 1,542,510.00	\$ 1,542,510.00	\$ 3,085,020.00
III. In-kind contribution			
State in-kind contribution	\$ -	\$ -	\$ -
Total Administrative Costs	\$ 10,484,599.63	\$ 11,322,795.63	\$ 21,807,395.26
IV. Participant Reimbursements			
Dependent Care (including costs from contracts/partners and county administered programs)	\$ -	\$ -	\$ -
Transportation & Other costs (including costs from contracts/partners and county administered programs)	\$ 310,000.00	\$ 310,000.00	\$ 620,000.00
State Agency Cost for Dependent Care	\$ -	\$ -	\$ -
Total Participant Reimbursements	\$ 310,000.00	\$ 310,000.00	\$ 620,000.00
V. Total Costs	\$ 10,794,599.63	\$ 11,632,795.63	\$ 22,427,395.26

State Name
(choose from
drop down
list)

VIRGINIA

Fiscal Year

FY2025

Section C - SNAP Employment and Training Funding Sources

Instructions for completion: All blue cells will automatically calculate or will be populated from other worksheets, such as the planned expenses table or annual allocations. State agencies that receive additional 100 percent Federal funds will include the amount approved in the "allocation or target" column. The planned expenses shown for the 100 Percent Federal Grant will be inclusive of the formula allocation as well as any additional federal funds approved. All "Planned Expenses" are being populated from planned expenses table.

Source type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$ 838,196.00	\$ 838,196.00	\$ -	100%
Federal	100 Percent Federal - Additional Funds		\$ -	\$ -	
Federal	ABAWD Pledge Grant, if applicable	\$ -	\$ -	\$ -	
Federal	Total - All 100 Percent Funds	\$ 838,196.00	\$ 838,196.00	\$ -	
Federal	50 Percent Administrative		\$ 10,484,599.63		
Non-Federal	50 Percent Administrative		\$ 10,484,599.63		
Federal	50 Percent Participant Reimbursements		\$ 310,000.00		
Non-Federal	50 Percent Participant Reimbursements		\$ 310,000.00		
Federal	Total 50 Percent Federal Target	\$ 9,393,064.00	\$ 10,794,599.63	\$ 1,401,535.63	
NonFederal					
	Total	\$ 10,231,260.00	\$ 22,427,395.26		

Total Fiscal Year Plan Funding			
Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant		\$ 838,196.00	\$ 838,196.00
ABAWD Pledge Grant, if applicable		\$ -	\$ -
50 Percent Administrative	\$ 10,484,599.63	\$ 10,484,599.63	\$ 20,969,199.26
50 Percent Dependent Care	\$ -	\$ -	
50 Percent Transportation/Other	\$ 310,000.00	\$ 310,000.00	
50 Percent Total Participant Reimbursements	\$ 310,000.00	\$ 310,000.00	\$ 620,000.00
Total 50 Percent Funds	\$ 10,794,599.63	\$ 10,794,599.63	\$ 21,589,199.26
Total	\$ 10,794,599.63	\$ 11,632,795.63	\$ 22,427,395.26

State Name (choose from drop down list)	VIRGINIA	Fiscal Year	FY2025
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County Administered Addendum: County Budget Summary

Describe below the methodology that the State agency uses in allocating E&T funds to the counties.

Instructions for completion: List all counties in the State. If a county is not operating a SNAP E&T program indicate by placing in "X" in column B. In Column C indicate the reason. Examples may include no E&T program, using discretionary exemptions or waived county. Provide the amount of 100 percent funds the county is allocated. Amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State and local funds for each county. The total county budget will automatically calculate and will prepopulate the "county administered program" line of the Operating Budget table. Examples are provided below for demonstration purposes - please remove before submitting plan.

Totals	86	\$ 838,196	\$ 666,334	\$ 511,000	\$ 1,993,264
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County Name	Place "X" If the County Does Not Operate E&T	Reason County Is Not Operating E&T	100 Percent Funding Allocation	50/50 Admin Funding Allocation	50/50 Participant Reimbursement Costs	Total County Budget
Accomack	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Albemarle			750	1840	16487	\$ 19,077
Alexandria			\$ 13,000	\$ 7,443	\$ 11,583	\$ 32,026
Alleghany-Convington	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Amelia	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Amherst	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Appomattox	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Arlington			\$ 22,726	\$ 13,630	\$ 16,583	\$ 52,939
Bath	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Bedford			\$ 11,000	\$ 5,120	\$ 6,583	\$ 22,703
Bland	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Botetourt	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Bristol			\$ 9,500	\$ 9,746	\$ 6,583	\$ 25,829
Brunswick			\$ 14,000	\$ 11,317	\$ 13,683	\$ 39,000
Buchanan	X	Waived Locality	\$ -	\$ -	\$ -	\$ -
Buckingham	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Campbell	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Caroline	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Carroll	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Charles City	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Charlotte	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Charlottesville			\$ 21,927	\$ 17,233	\$ 16,583	\$ 55,743
Chesapeake			\$ 39,131	\$ 25,420	\$ 16,583	\$ 81,134

State Name (choose from drop down list)	VIRGINIA	Fiscal Year	FY2025
County Administered Addendum: County Budget Summary			

Describe below the methodology that the State agency uses in allocating E&T funds to the counties.

Instructions for completion: List all counties in the State. If a county is not operating a SNAP E&T program indicate by placing in "X" in column B. In Column C indicate the reason. Examples may include no E&T program, using discretionary exemptions or waived county. Provide the amount of 100 percent funds the county is allocated. Amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State and local funds for each county. The total county budget will automatically calculate and will prepopulate the "county administered program" line of the Operating Budget table. Examples are provided below for demonstration purposes - please remove before submitting plan.

Totals	86	\$ 838,196	\$ 666,334	\$ 511,000	\$ 1,993,264
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County Name	Place "X" If the County Does Not Operate E&T	Reason County Is Not Operating E&T	100 Percent Funding Allocation	50/50 Admin Funding Allocation	50/50 Participant Reimbursement Costs	Total County Budget
Chesterfield/Colonial Heights			\$ 30,000	\$ 25,729	\$ 16,583	\$ 72,312
Clarke	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Craig	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Culpeper	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Cumberland	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Danville			\$ 32,208	\$ 22,773	\$ 10,725	\$ 65,706
Dickenson	X	Waived Locality	\$ -	\$ -	\$ -	\$ -
Dinwiddie	X	Waived Locality	\$ -	\$ -	\$ -	\$ -
Essex	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Fairfax			\$ 45,000	\$ 25,236	\$ 16,583	\$ 86,819
Fauquier	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Floyd	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Fluvanna	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Franklin City	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Franklin County	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Frederick	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Fredericksburg	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Galax			\$ 18,000	\$ 15,200	\$ 16,583	\$ 49,783
Giles	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Gloucester	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Goochland	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Grayson			\$ 13,750	\$ 13,600	\$ 16,583	\$ 43,933
Greene	X	No E&T Program	\$ -	\$ -	\$ -	\$ -

State Name (choose from drop down list)	VIRGINIA	Fiscal Year	FY2025
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County Administered Addendum: County Budget Summary

Describe below the methodology that the State agency uses in allocating E&T funds to the counties.

Instructions for completion: List all counties in the State. If a county is not operating a SNAP E&T program indicate by placing in "X" in column B. In Column C indicate the reason. Examples may include no E&T program, using discretionary exemptions or waived county. Provide the amount of 100 percent funds the county is allocated. Amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State and local funds for each county. The total county budget will automatically calculate and will prepopulate the "county administered program" line of the Operating Budget table. Examples are provided below for demonstration purposes - please remove before submitting plan.

Totals	86	\$ 838,196	\$ 666,334	\$ 511,000	\$ 1,993,264
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County Name	Place "X" If the County Does Not Operate E&T	Reason County Is Not Operating E&T	100 Percent Funding Allocation	50/50 Admin Funding Allocation	50/50 Participant Reimbursement Costs	Total County Budget
Greensville/Emporia	X	Waived Locality	\$ -	\$ -	\$ -	\$ -
Halifax	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Hampton			\$ 31,570	\$ 25,005	\$ 16,583	\$ 73,158
Hanover	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Harrisonburg-Rockingham	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Henrico	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Henry-Martinsville			\$ 40,000	\$ 29,775	\$ 21,583	\$ 91,358
Highland	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Hopewell	X	Waived Locality	\$ -	\$ -	\$ -	\$ -
Isle of Wight	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
James City	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
King and Queen			\$ 5,619	\$ 2,182	\$ 2,783	\$ 10,584
King George	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
King William	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Lancaster	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Lee County	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Loudoun	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Louisa	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Lunenburg	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Lynchburg	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Madison	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Manassas City			\$ 2,500	\$ 5,600	\$ 16,583	\$ 24,683
Manassas Park	X	No E&T Program	\$ -	\$ -	\$ -	\$ -

State Name (choose from drop down list)	VIRGINIA	Fiscal Year	FY2025
County Administered Addendum: County Budget Summary			

Describe below the methodology that the State agency uses in allocating E&T funds to the counties.

Instructions for completion: List all counties in the State. If a county is not operating a SNAP E&T program indicate by placing in "X" in column B. In Column C indicate the reason. Examples may include no E&T program, using discretionary exemptions or waived county. Provide the amount of 100 percent funds the county is allocated. Amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State and local funds for each county. The total county budget will automatically calculate and will prepopulate the "county administered program" line of the Operating Budget table. Examples are provided below for demonstration purposes - please remove before submitting plan.

Totals	86	\$ 838,196	\$ 666,334	\$ 511,000	\$ 1,993,264
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County Name	Place "X" If the County Does Not Operate E&T	Reason County Is Not Operating E&T	100 Percent Funding Allocation	50/50 Admin Funding Allocation	50/50 Participant Reimbursement Costs	Total County Budget
Mathews	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Mecklenburg	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Middlesex	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Montgomery			\$ 33,290	\$ 36,505	\$ 16,583	\$ 86,378
Nelson	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
New Kent	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Newport News			\$ 50,000	\$ 38,200	\$ 11,583	\$ 99,783
Norfolk			\$ 51,137	\$ 48,802	\$ 26,583	\$ 126,522
Northampton	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Northumberland	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Norton			\$ 8,000	\$ 4,160	\$ 16,583	\$ 28,743
Nottoway	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Orange	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Page	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Patrick	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Petersburg			\$ 25,521	\$ 19,685	\$ 16,583	\$ 61,789
Pittsylvania			\$ 14,323	\$ 13,967	\$ 11,583	\$ 39,873
Portsmouth			\$ 54,456	\$ 46,342	\$ 21,125	\$ 121,923
Powhatan	X	No E&T Program	\$ -	\$ -		
Prince Edward	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Prince George			\$ 12,500	\$ 10,880	\$ 16,583	\$ 39,963
Prince William	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Pulaski	X	No E&T Program	\$ -	\$ -	\$ -	\$ -

State Name (choose from drop down list)	VIRGINIA	Fiscal Year	FY2025
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County Administered Addendum: County Budget Summary

Describe below the methodology that the State agency uses in allocating E&T funds to the counties.

Instructions for completion: List all counties in the State. If a county is not operating a SNAP E&T program indicate by placing in "X" in column B. In Column C indicate the reason. Examples may include no E&T program, using discretionary exemptions or waived county. Provide the amount of 100 percent funds the county is allocated. Amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State and local funds for each county. The total county budget will automatically calculate and will prepopulate the "county administered program" line of the Operating Budget table. Examples are provided below for demonstration purposes - please remove before submitting plan.

Totals	86	\$ 838,196	\$ 666,334	\$ 511,000	\$ 1,993,264
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County Name	Place "X" If the County Does Not Operate E&T	Reason County Is Not Operating E&T	100 Percent Funding Allocation	50/50 Admin Funding Allocation	50/50 Participant Reimbursement Costs	Total County Budget
Radford	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Rappahannock	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Richmond City			\$ 44,218	\$ 39,101	\$ 15,603	\$ 98,922
Richmond County	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Roanoke City	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Roanoke County			\$ 6,069	\$ 8,344	\$ 7,853	
Rockbridge-Buena Vista-Lexington Area	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Russell	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Scott	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Shenandoah County	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Shenandoah Valley			\$ 28,807	\$ 26,116	\$ 16,583	\$ 71,506
Smyth			\$ 10,000	\$ 8,800	\$ 6,583	\$ 25,383
Southampton	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Spotsylvania	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Stafford			\$ 21,370	\$ 16,877	\$ 16,583	\$ 54,830
Suffolk	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Surry			\$ 9,973	\$ 7,946	\$ 11,583	\$ 29,502
Sussex	X	Waived Locality	\$ -	\$ -	\$ -	\$ -
Tazewell			\$ 27,581	\$ 24,052	\$ 21,583	\$ 73,216
Virginia Beach			\$ 55,000	\$ 29,136	\$ 16,583	\$ 100,719
Warren	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Washington	X	No E&T Program	\$ -	\$ -	\$ -	\$ -

State Name (choose from drop down list)	VIRGINIA	Fiscal Year	FY2025
County Administered Addendum: County Budget Summary			

Describe below the methodology that the State agency uses in allocating E&T funds to the counties.

Instructions for completion: List all counties in the State. If a county is not operating a SNAP E&T program indicate by placing in "X" in column B. In Column C indicate the reason. Examples may include no E&T program, using discretionary exemptions or waived county. Provide the amount of 100 percent funds the county is allocated. Amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State and local funds for each county. The total county budget will automatically calculate and will prepopulate the "county administered program" line of the Operating Budget table. Examples are provided below for demonstration purposes - please remove before submitting plan.

Totals	86	\$ 838,196	\$ 666,334	\$ 511,000	\$ 1,993,264
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County Name	Place "X" If the County Does Not Operate E&T	Reason County Is Not Operating E&T	100 Percent Funding Allocation	50/50 Admin Funding Allocation	50/50 Participant Reimbursement Costs	Total County Budget
Westmoreland	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Williamsburg	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Winchester	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
Wise			\$ 35,270	\$ 30,572	\$ 21,583	\$ 87,425
Wythe	X	No E&T Program	\$ -	\$ -	\$ -	\$ -
York/Poquoson	X	No E&T Program	\$ -	\$ -	\$ -	\$ -

State Name (choose from drop down list)	VIRGINIA	Fiscal Year	FY2025	
Estimated Participant Levels				
<i>Instructions for completion: Complete the table below projecting participation in E&T for the upcoming Federal FY. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal FY.</i>				
	Instructions	Examples	State Exemptions	Number/percentage
Work registrants				
Anticipated number of work registrants	This is an unduplicated count. Take into consideration the expected number of work registrants in the State on October 1st as well as the number of new work registrants expected throughout the Federal Fiscal Year.	100,000		100,000
List State exemptions from E&T and the number of work registrants expected to be exempted under each category.	A State operating a voluntary program would show that all work registrants are exempt. Alternatively, a State may exempt only certain populations from SNAP E&T participation, such as individuals experiencing homelessness. List name of exemption in Column D and Number in Column E, rows 7-11. If additional rows are needed, right click last row and choose "insert".	1. All work registrants – 100,000 (voluntary program example) OR: Pregnancy - 1,000 Geographic Area - 2,000	All work registrants (voluntary program)	100,000
Total estimated number of work registrants exempt from mandatory E&T	Sum of exemptions	100,000 (voluntary program)		100,000
Percent of all work registrants exempt from E&T		100%		100%
ABAWDs				
Anticipated number of ABAWDs		6,500		50,000
Anticipated number of ABAWDs in waived areas of the State		0		10,000
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance.		250		15,000
Number of potential at-risk ABAWDs expected in the State		6,250		25,000
E&T participants				
Anticipated number of mandatory E&T participants		0		-
Anticipated number of voluntary E&T participants		2,000		14,000
Total anticipated number of E&T participants		2,000		14,000
Anticipated number of ABAWDs expected to serve in E&T	This number should be a subset of the total expected participants.	500		2,500
Participant reimbursements				
Number of individuals expected to receive participant reimbursements	Insert number from table E.1. Item I.	2,000		7,000
Percentage of participants expected to receive reimbursements		100%		50%