

Item number and name: 5 - Employment & Training (E&T) Plan

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State Agency point of contact: Michelle Joyner, State Director, SNAP/EBT, Division of Family Assistance

FFY 2024 SNAP Employment & Training (E&T) State Plan

File Name: FY24 TN 5 E&T Plan (Revised 9.29.2023)

Contents

A. Cover Page and Authorized Signatures	3
B. Amendment Log	4
C. Acronyms	5
D. Assurances	7
E. State E&T Program, Operations, and Policy	9
I. Summary of E&T Program.....	9
II. Program Changes.....	11
III. Consultation and Coordination with the Workforce Development System	12
IV. Consultation with Indian Tribal Organizations (ITOs)	15
V. Utilization of State Options.....	16
VI. Characteristics of Individuals Served by E&T.....	17
VII. Organizational Relationships	18
VIII. Screening for Work Registration	22
IX. Screening for Referral to E&T.....	22
X. Referral.....	24
XI. Assessment.....	26
XII. Case Management Services.....	26
XIII. Conciliation Process (if applicable)	30
XIV. Disqualification Policy for General Work Requirements	31
XV. Good Cause	32
XVI. Provider Determinations	34
XVII. Participant Reimbursements.....	35
XVIII. Work Registrant Data	40
XIX. Outcome Reporting Measures	41
F. Pledge to Serve All At-Risk ABAWDs (if applicable)	45
G. Component Detail	49
I. Non-Education, Non-Work Components	49
II. Educational Programs	55
III. Work Experience (WE)	63
H. Estimated Participant Levels	76
I. Contracts/Partnerships	77
J. Budget Narrative and Justification	93

Tables

Table B.I. Amendment Log.....	4
Table C.I. Acronyms.....	5
Table D.I. Assurances	7
Table D.II. Additional Assurances.....	8
Table E.I. Estimates of Participant Reimbursements.....	35
Table E.II. Participant Reimbursement Details	37
Table E.III. National Reporting Measures.....	41
Table E.IV. Component Outcome Measures.....	43

TN SNAP E&T FY 2024

Table F.I.	Pledge Assurances	45
Table F.II.	Information about the size of the ABAWD population	47
Table F.III.	Available Qualifying Activities.....	48
Table F.IV.	Estimated cost to fulfill the pledge	48
Table G.I.	Non-Education, Non-Work Component Details: Supervised Job Search.....	51
Table G.II.	Non-Education, Non-Work Component Details: Job Search Training.....	51
Table G.III.	Non-Education, Non-Work Component Details: Job Retention.....	52
Table G.IV.	Non-Education, Non-Work Component Details: Self-Employment Training.....	53
Table G.V.	Non-Education, Non-Work Component Details: Workfare	54
Table G.VI.	Educational Program Details: Basic/Foundational Skills Instruction	56
Table G.VII.	Educational Program Details: Career/Technical Education Programs or other Vocational Training	57
Table G.VIII.	Educational Program Details: English Language Acquisition.....	59
Table G.IX.	Educational Program Details: Integrated Education and Training/Bridge Programs	60
Table G.X.	Educational Program Details: Work Readiness Training	61
Table G.XI.	Educational Program Details: Other	62
Table G.XII.	Work Experience: Work Activity	64
Table G.XIII.	Work Experience: Internship	64
Table G.XIV.	Work Experience: Pre-Apprenticeship.....	65
Table G.XV.	Work Experience: Apprenticeship	65
Table G.XVI.	Work Experience: On-the-Job Training	66
Table G.XVII.	Work Experience: Transitional Jobs	69
Table G.XVIII.	Work Experience: Work-based learning - Other	69
Table G.XIX.	Subsidized Work Experience: Internship – Subsidized by E&T	73
Table G.XX.	Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T.....	73
Table G.XXI.	Subsidized Work Experience: Apprenticeship – Subsidized by E&T	74
Table G.XXII.	Subsidized Work Experience: Transitional Jobs – Subsidized by E&T	74
Table G.XXIII.	Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T.....	75
Table I.I.	Contractor/Partner Details.....	77
Table I.II.	Contractor/Partner Details.....	81
Table I.III.	Contractor/Partner Details.....	84
Table I.IV.	Contractor/Partner Details.....	87
Table I.V.	Contractor/Partner Details.....	89
Table J.I.	Direct Costs	93

A. Cover Page and Authorized Signatures

State: Tennessee

State Agency Name: Tennessee Department of Human Services (TDHS)

Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments): 9/29/2023 (*Revision*)

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

Name	Title	Phone	Email
Regina Stokes	TDHS Program Director, SNAP Subprograms	615-806-1483	regina.2.stokes@tn.gov
Michelle Joyner	TDHS State Director, SNAP/EBT	615-626-2595	michelle.joyner@tn.gov
Keisha Thaxton	TDHS Director of Operations, Division of Family Assistance	615-313-5292	keisha.thaxton@tn.gov
Krysta Krall	TDHS Chief Financial Officer	615-313-5749	krysta.krall@tn.gov
<i>Lisa Johnson</i>	<i>TDLWD State Director, SNAP E&T</i>	<i>865-507-7594</i>	lisa.johnson@tn.gov
<i>Tamara Torres</i>	<i>TDLWD Grants Analyst</i>	<i>615-253-4685</i>	tamara.n.torres@tn.gov

Certified By:

State Agency Director (or Commissioner)

State Agency Fiscal Reviewer

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
ACCENT	Automated Client Certification and Eligibility Network for Tennessee
AE	Adult Education
AJC	American Job Center
CAP	Corrective Action Plan
CEO	Center for Economic Opportunity
CHAT	Comprehensive Health Academy of Tennessee
CGI	Chattanooga Goodwill Industries, Inc.
E&T	Employment and Training
EBMS	Eligibility & Benefits Management System
EPB	Basic/Foundational Skills Instruction Component
EPEL	English Language Acquisition Component
EPC	Career/Technical Education Programs or Other Vocational Training Component
EPWRT	Work Readiness Training Component
ESU	Empowering Students Universally Scholars Inc., ESU Career Institute
ETPL	Eligible Training Provider List
FFY	Federal Fiscal Year
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
HiSET	High School Equivalency Test
HSE	High School Equivalency
IELCE	Integrated English Literacy and Civics Education
IEP	Individualized Employment Plan
IET	Integrated Education and Training
IGA	Interagency Grant Agreement
ITO	Indian Tribal Organization
JR	Job Retention Component
JST	Job Search Training Component

TN SNAP E&T FY 2024

Acronym	Acronym Definition
LFPR	Labor Force Participation Rate
LWDA	Local Workforce Development Area
MCC	Music City Construction
MOU	Memorandum of Understanding
MOV	Men of Valor
OSO	One-Stop Operator
PAR	Program Accountability Review
SNAP	Supplemental Nutrition Assistance Program
SWDB	State Workforce Development Board
TANF	Temporary Assistance for Needy Families
TCAT	Tennessee College of Applied Technology
TDHS	Tennessee Department of Human Services
TDLWD	Tennessee Department of Labor & Workforce Development
TN	Tennessee
TPP	Third-Party Partner
USDA	United States Department of Agriculture
UT	University of Tennessee
UWGN	United Way of Greater Nashville
VOS	Virtual One-Stop, also commonly referred to as "Jobs4TN.gov"
WBLO	Work Based Learning Component – Other
WBLOJT	On-the-Job Training Component
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.

Tennessee Supplemental Nutrition Assistance Program Employment and Training (TN SNAP E&T) is a voluntary program that helps eligible participants achieve their vocational goals and increase self-sufficiency through funded education, skills training, and supportive services. TN SNAP E&T's goal is to provide participants with the opportunity to acquire skills, training, work experience, and/or an industry-recognized credential that provides a direct link to a successful career. TN SNAP E&T also aims to ensure that participants have the necessary skills for successful job search and the vocational readiness needed to obtain regular employment. These goals support the program's mission – to assist participants in finding a career that pays a self-sustaining wage – and vision – that Tennesseans receiving SNAP benefits achieve long-term economic self-sufficiency.

TN SNAP E&T services are a combined effort between the Tennessee Department of Human Services (TDHS), Tennessee Department of Labor and Workforce Development (TDLWD), and community partners across the state. TDHS and TDLWD collaboratively administer SNAP E&T in all 95 TN counties through an Interagency Grant Agreement (IGA) and intermediary model that leverages public and private resources within TN's workforce system. In Federal fiscal year (FFY) 2024, United Way of Greater Nashville (UWGN) will serve as TN's primary SNAP E&T intermediary partner under contract with TDLWD.

Each SNAP E&T participant is assessed during their initial interview with a SNAP E&T Case Manager and an Individualized Employment Plan (IEP) is created. Based on the participant's assessment and the career/employment goals established in the IEP, the SNAP E&T Case Manager will provide and/or refer the participant to supportive services to aid in the achievement of their goals. The participant may engage in multiple SNAP E&T components depending on their vocational/career goals. Participants who lack a high school diploma or equivalency are referred to local Adult Education (Title II) partners and encouraged to obtain this certification before (or concurrently while) taking the next steps into a career or technical training. Similarly, participants who lack soft skills, work readiness, or industry-recognized credentials (as requested by TN employers) are encouraged to seek training and/or complete activities that 1) have a direct link to employment, and 2) help build or strengthen skills which can ensure successful long-term employment.

SNAP E&T Case Managers also refer participants to WIOA partners and/or SNAP E&T intermediary and third-party partners for supportive services that help participants grapple with the competing life priorities that can derail progress toward training and career attainment, (ex: transportation). TDHS has also integrated child care services into the State's SNAP E&T program by coordinating referrals to TN's Child Care Payment Assistance program, helping participants and their children access opportunities that will increase their financial security, education and skills, social capital, and health and well-being.

SNAP E&T participants who demonstrate sufficient vocational skills and/or obtain the necessary credentials for their vocational goals may continue receiving assistance with job search and, when employment has been obtained, job retention. TDLWD's Workforce Services Division provides oversight of these services (also referred to as Job Search Training and Employment Retention supports), which are offered through TN American Job Centers (AJCs), SNAP E&T TPPs, and online via the Virtual One-Stop at jobs4tn.gov and/or through Coursera.

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

State

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

N/A

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.

TN SNAP E&T is a voluntary program operating in all 95 counties.

Provide a list of the components offered.

TN offers the following components:

- Job Search Training (JST)
- Job Retention (JR)
- Basic/Foundational Skills Instruction (EPB)

- Career/Technical Education Programs or Other Vocational Training (EPC)
- English Language Acquisition (EPEL)
- Work Readiness Training (EPWRT)
- On-the-Job Training (WBLOJT)
- Work-Based Learning – Other (WBLO)

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

TN SNAP E&T policy resources are not currently available online. See Attachments A, B, C, D, E, and F.

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.

In FFY 2024, TDLWD will continue to function as TDHS' main intermediary partner in the administration of SNAP E&T. However, TN has reduced the number of second-tier SNAP E&T intermediary partners from three (3) to two (2) and designated United Way of Greater Nashville (UWGN) as the State's primary second-tier intermediary with a statewide focus on third-party partner recruitment and oversight. As a SNAP E&T partner, UWGN has demonstrated the capacity for sound fiscal and programmatic operations and have consistently built operational capacity without relying on TN's limited E&T administrative funding. University of Tennessee (UT) Extension will also continue serving as a SNAP E&T intermediary partner, with a focus on participant outreach and case management activities statewide. These adjustments to TN's SNAP E&T model will streamline communication, training, and monitoring and leverage intermediary partners' strengths in service of the program.

Other changes for FFY 2024:

- Implementation of a new Partner Evaluation Tool developed to aid TDHS and TDLWD in assessing partners' effectiveness.

- Shift to a hybrid service delivery model that ensures that all 95 TN counties have in-person access to SNAP E&T staff (during the pandemic, staff operated virtually out of the AJCs), including coordination with TN’s WIOA One-Stop System partners and local TDHS County Offices to maximize program delivery opportunities.
- Collaboration with UT Extension to utilize their JST curriculum at scale (including exploration of an online delivery option, target implementation March 2024) and an increased focus on participation in the Job Search Training component (JST), supporting TDLWD’s efforts to improve TN’s Labor Force Participation Rate (LFPR).
- Involvement in a cross-agency workgroup focused on meeting workforce needs in West TN associated with Ford’s new electric vehicle plant, “Blue Oval City”; SNAP E&T’s inclusion will help ensure SNAP recipients have access to relevant training programs and knowledge of job opportunities, including jobs left vacant by those obtaining employment with Ford.
- Establishment of TDLWD partnership with PEX Cards to provide more timely participant reimbursements (estimated implementation March 2024).
- Increase in maximum transportation reimbursement amount from \$100 to \$150 for each thirty (30) days of participation.

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.

SNAP E&T outcome and participation data informed both the decision to shift to a hybrid service delivery model and efforts to provide online training resources. TN remains committed to the goal of increasing SNAP E&T participation in rural counties. Seventy-eight (78) of TN’s 95 counties have been classified “rural” by the Governor’s Rural Task Force.

III. Consultation and Coordination with the Workforce Development System

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

strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

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

Consultation with State workforce development board: Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

Each year, program leadership consults with the Operations Committee of TN's State Workforce Development Board (SWDB) regarding design of the State's SNAP E&T program. On May 19, 2023, TDHS State Director for SNAP and TDLWD State Director for SNAP E&T presented the FFY 2024 plan to the Operations Committee (led by Committee Chairman Stuart Price), discussed changes to the intermediary model, and fielded questions on program design during an in-person meeting. The Committee's feedback informed the plan's focus on program development/operations in rural counties and introduction of work-based learning activities.

Further, the SWDB (led by Board Chairman Tim Berry) also reviews and approves TN's WIOA Combined State Plan, of which SNAP E&T is an integral part. Under the Combined Plan, local areas and regional planning councils are required to address the unique needs and barriers of their respective areas, identifying strategies that will be delivered to support and encourage regional alignment that meets industry demands. To ensure SNAP E&T is fully integrated within local workforce systems and partner program referral processes, SNAP E&T leadership and State Office staff review and provide feedback on all local and regional plans, ensuring that SNAP E&T participants are included as a skilled talent pool to support high-demand occupations.

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.

SNAP E&T is fully integrated within the Governor's workforce development vision for TN, which includes extending additional training and educational opportunities, leveraging and/or braiding resources, developing partnerships with TN Colleges of Applied Technology (TCATs) and community colleges, and fostering initiatives such as TN Reconnect and TN Promise, the State's last-dollar tuition support programs for nontraditional students (age 24 years and older) and recent high school graduates seeking technical certificates and associate degrees.

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).

Co-enrollment in SNAP E&T and WIOA Title I is encouraged when participants are enrolled in either program. By aligning SNAP E&T and WIOA, TN aims to identify more opportunities for SNAP recipients to benefit from WIOA services.

When SNAP E&T participants are referred to WIOA Title Partners for career and technical training, strategies are in place to guide participants toward training that helps meet targeted in-demand occupation pipeline needs. (In-demand occupations are identified utilizing data from local WIOA plans and Labor Market Information within jobs4tn.gov; training programs are approved by local workforce boards and a list of eligible training providers is available at jobs4tn.gov.)

Most participants are referred to WIOA Title Partners for career services within local workforce areas, including co-enrollment in training programs, skill-building/career development, and work experience assignments. One-Stop Operators (OSOs) within AJCs coordinate participant flow, local career service providers offer participants work-based learning opportunities to demonstrate competencies and employability

skills in a workplace environment, and partnerships with TCATs and Community Colleges allow participants to select from a variety of short-term training programs.

When participants are co-enrolled in both WIOA and SNAP E&T, providers coordinate and track participation and supports via jobs4tn.gov to ensure that services are not duplicated. Participant needs assessments document all sources of available funding and how costs will be shared to cover unmet need. No WIOA programs are funded with SNAP E&T funds.

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.

Staff ensure SNAP recipients transitioning off TANF cash assistance are aware of and can access SNAP E&T training opportunities once they become eligible for SNAP E&T services. Staff also ensure that SNAP participants with TANF “child-only” cases are aware of and can access SNAP E&T training opportunities if those customers are not included in TANF cases.

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).

As a WIOA partner under the Combined State Plan, SNAP E&T can co-enroll participants in other WIOA Combined Plan activities or components. Under the WIOA Title Programs, E&T participants are connected to training and mandatory case management services. WIOA Title Partners offer E&T participants the supportive services needed to complete their training programs. TDLWD SNAP E&T staff also attend AJC partner meetings to ensure that SNAP E&T program knowledge and coordination exists across the network.

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.

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).

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.)

TN operates a voluntary SNAP E&T program; all work registrants are exempt.
--

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

The State re-evaluates exemption policy annually (by March 1) while compiling the SNAP E&T State Plan.

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: Any TN SNAP recipient interested in E&T.

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.

Within the SNAP Unit of TDHS' Division of Family Assistance, a State Office team (SNAP Director, Program Director for SNAP Subprograms, and SNAP E&T Program Coordinator) administers SNAP E&T.

The TDHS team works closely with TDLWD's E&T team (State Director, three Assistant Directors, and one Grant Manager) to operate TN SNAP E&T. TDLWD provides oversight of day-to-day program operations, including the State's network of SNAP E&T intermediary and third-party partners. TDHS State Office staff provide an additional level of oversight through both fiscal and programmatic monitoring of TN SNAP E&T activities. Timelines, training, and monitoring are a collaborative effort between TDHS and TDLWD.

TDHS Eligibility Counselors determine SNAP eligibility and systematically refer individuals interested in voluntary SNAP E&T participation to TDLWD for assessment and, if appropriate, enrollment. In turn, TDLWD submits regular reports to TDHS State Office regarding referrals, participant compliance with program expectations, and employment obtained through program participation.

TDLWD coordinates with UWGN to engage, support, and provide monitoring and oversight of third-party partners.

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

TDHS SNAP Unit staff work closely with TDHS Field Operations on policy communication and implementation (including development of training materials) and provide support for Field management and eligibility staff, including coaching and guidance, as needed. State Office staff also conduct case monitoring to ensure participants' SNAP case records are updated timely and accurately.

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

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

TDLWD and the SNAP E&T partner network document and maintain participant records within VOS, TDLWD's MIS system (the department's Virtual One-Stop platform, also commonly referred to as Jobs4TN). TDLWD communicates with TDHS State Office staff regarding referrals, participant compliance with program expectations, and participant milestones via a combination of daily email correspondence, overnight data transfers between VOS and TDHS' Automated Client Certification and Eligibility Network (ACCENT) system/Eligibility and Benefits Management System (EBMS), and established reporting cadences.

In FFY 2024, TDHS will complete the conversion between its legacy system, ACCENT, and EBMS. The State estimates statewide implementation of EBMS in late September, 2023, though some cases may remain in ACCENT until January 2024, requiring some ongoing data transfers between ACCENT and VOS.

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.

TDHS' ACCENT/EBMS systems interface with TDLWD's case management system, VOS. TDHS Eligibility Counselors document E&T referral dates and upon exit, the reason for deregistration/deregistration date in E&T participants' SNAP case records. Overnight, ACCENT/EBMS batch referral and deregistration data to VOS and TDLWD sends provider determinations and compliance notices to TDHS via VOS-generated email messages.

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

TDHS coordinates with TDLWD and UWGN/UT Extension to disseminate programmatic information across the E&T partner network, including policies, procedures, program updates, and training resources via in-person and virtual meetings, formal memos, email, and/or telephone, as appropriate.

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.

Both TDHS and TDLWD conduct fiscal and programmatic monitoring of SNAP E&T activities.

The TDLWD E&T team conducts monthly programmatic activity desktop reviews and/or site visits and invoice reviews via SmartSimple; the department's Program Accountability Review (PAR) team also conducts an annual review. TDLWD provides the monitoring tools, plans, schedules, and other supporting documents used to monitor all subrecipient program operations and financials to TDHS as well as processes for addressing observations and/or findings.

The TDHS SNAP Unit conducts programmatic activity desktop reviews and site visits as well as invoice reviews with a particular focus on:

- TPPs which had a Corrective Action Plan (CAP) during the prior program year (reviewed every year until findings are resolved),
- TPPs with a budget of less than \$125,000.00 (reviewed every other year unless the TPP is subject to a CAP),
- Providers with a budget of \$250,000.00 or more (reviewed every year),
- All SNAP E&T agreements that have personnel funded by 100% SNAP E&T funds (reviewed each year), and
- All intermediary partners (reviewed every year).

TDHS does not review TPPs during their first year of service delivery.

The TDHS SNAP Unit also reviews invoices and supporting documentation submitted by TDLWD to ensure that only allowable costs are reimbursed and collaborates with other TDHS State Office teams on case record monitoring (using a random sampling methodology and status notice data), reviewing cases for adherence to program policies.

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).

All participants served by the E&T partner network are registered in TDLWD's VOS system where participation, completion, retention, and wages are tracked to help TDLWD and TDHS evaluate the effectiveness of services provided.

When evaluating partner performance, TDHS and TDLWD review:

- Number of SNAP recipients assessed for participation in E&T
- Number of participants enrolled in at least one component
- Number of participants who earn a credential

- Number of E&T participants who obtain employment

Performance is also assessed by achievement of established annual SNAP E&T program goals.

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.

TDHS determines SNAP recipients' work registration and work participation requirements. During SNAP intake and renewal interviews, TDHS Eligibility Counselors use the FNS-approved Work Requirements Oral Script & E&T Screening Tools (p. 4, 11 of Attachment B) and automated data matches to evaluate each customer for federal work registration exemptions.

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.?

TDHS Eligibility Counselors update ACCENT screen AEIWP/EBMS E&T submodule to document work registration.

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

TDHS provides oral notification of applicable work requirements during SNAP intake and renewal interviews. When SNAP benefits are approved, a written explanation is provided to the household that includes the Consolidated Work Notice (Attachment C), SNAP E&T notice (Attachment D), and ABAWD handout (Attachment E).

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.)*

TDHS Eligibility Counselors (EC) screen work registrants during intake and renewal interviews and whenever customers request a referral to E&T. During interviews, ECs gather information about customers' current circumstances and review case information (including automated alerts) to determine if customers qualify for any federal exemptions, explore any barriers to employment customers may face, and discuss any resources that E&T may offer to help customers overcome those barriers.

ECs utilize the Work Requirements Oral Script as a guide to help identify work registrants and exemptions. Additionally, ECs explain the E&T program to customers, including participant reimbursements for transportation assistance, child care assistance, school supplies, testing fees, uniforms, tuition assistance, and personal safety items and equipment. ECs ask customers a series of three screening questions to determine whether customers are appropriate for referral to E&T. These are:

- Do you want to work or go to school?
- Are you willing to commit your time to seek work or learning a new skill for work?
- After hearing about the E&T program, are you able and willing to volunteer for this program?

If a customer is deemed a good fit for the program and is able and willing to participate, an E&T referral is batched to TDLWD via overnight data transfer.

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.

To ensure only valid referrals are processed, Eligibility Counselors evaluate customers according to the Screening Process for Employment & Training within the Work Requirements Oral Script & E&T Screening Tools prior to referring to E&T. If a customer is deemed a good fit for the program and is able and willing to participate, an E&T referral is batched to TDLWD via overnight data transfer.

Following referrals, TDLWD Case Managers conduct a secondary assessment during customers' Individualized Employment Plan (IEP) meeting.

(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.

E&T TPP and TDLWD staff send reverse referral requests via email to designated TDHS E&T Field Operations county contacts (a combination of Eligibility Counselors and Field Supervisors) for review. TDHS E&T Field Operations county contacts confirm prospective E&T participants are current SNAP recipients and that screening occurred during the interview process. If appropriate, the TDHS E&T Field Operations county contacts process referrals to TDLWD via overnight data transfer.

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?

TDHS Eligibility Counselors inform participants about reimbursements during SNAP eligibility interviews and through the Consolidated Work Notice. Participants are also informed about reimbursements and other program resources during their initial assessment interviews with American Job Center and TPP staff. Information about participant reimbursements is also provided in an introductory video that outlines program resources on TDLWD's SNAP Employment & Training webpage (<https://www.tn.gov/workforce/jobs-and-education/services-by-group/services-by-group-redirect/snapet.html>).

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 SNAP interviews, TDHS Eligibility Counselors follow the Work Requirements Oral Script and explain resources available through TN's voluntary SNAP E&T program to help household members find employment, gain job skills through training, and/or prepare for a skilled career with self-sustaining wages. Customers also receive the SNAP E&T notice, ABAWD handout, and Consolidated Work Notice that include information about participant reimbursements and program activities including job search training, work experience or training, work readiness training, career technical training, and adult education. Customers are also advised of their rights and responsibilities orally during the discussion surrounding E&T and in writing through the SNAP E&T notice.

When customers volunteer for SNAP E&T, TDHS ECs process referrals to TDLWD via automated file transfer. Upon receipt, participants are notified by TDLWD that their

initial E&T appointment will be conducted within 10 business days. AJC and TPP staff conduct these initial appointments with participants and provide additional information about E&T services including case management, components offered, program requirements, available resources, contact information, and important dates.

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.?

TDHS ECs discuss E&T resources, including participant reimbursements, with all SNAP customers during intake and recertification and confirm that documentation of the conversation exists prior to processing all E&T reverse referrals. Upon enrollment in SNAP E&T, each participant signs a voluntary participant agreement with TDLWD.

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.

Upon receipt of an E&T referral, TDLWD Case Managers attempt to contact the customer via telephone regarding their upcoming initial appointment, to be held within 10 business days. If the customer cannot be reached via telephone, TDLWD notifies the participant in writing (via postal mail). During the initial appointment, the customer participates in an individual assessment that informs their Individualized Employment Plan (IEP) to address employment barriers and goals. Following creation of the IEP, participants enroll and begin work in their identified component(s).

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?

TDHS SNAP Unit staff collaborate with other TDHS State Office teams to conduct ACCENT/EBMS case record monitoring and review cases for adherence to E&T program policies, including appropriate referrals and documentation. TDHS SNAP Unit staff can review referral progress in VOS, including initial appointment outcomes, comprehensive intake assessments, individualized service plans, progress monitoring, and coordination among service providers. TDLWD also provides E&T participation status notices to TDHS.

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?

E&T partner providers are notified of referrals via VOS. Within VOS, providers can review and update referral progress including initial appointment outcome, comprehensive intake assessments, individualized service plans, and progress monitoring.

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)

SNAP E&T participant assessments are conducted by TDLWD E&T, WIOA partner, and/or TPP staff during the initial SNAP E&T appointment using an approved assessment tool developed for the initial one-on-one appointment. Appointments can be conducted in person or virtually. Information provided by participants during the assessment helps staff determine which barriers require mitigation and informs development of participants' Individual Employment Plans. An additional assessment, the Work Interest Analyzer, within VOS can help evaluate employability skills/readiness for employment and determine employment matches based upon fields suitable for participants. Assessments and other relevant case data are housed in VOS where participant information can be reviewed by authorized TDHS, TDLWD, WIOA, and TPP staff.

XII. Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to

include specific information about the provision of case management services in the E&T State plan.

What types of E&T case management services will the State agency provide? *Check all that apply.*

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

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

Each Regional Local Workforce Office team includes TDLWD staff tasked with processing TDHS E&T referrals. At the point of entry, each E&T participant is assigned a Case Manager responsible for scheduling their initial appointment and ongoing case management.

Participants referred to SNAP E&T via TDHS receive case management services from TDLWD staff. Participants identified by Third Party Partners and enrolled via reverse referral receive case management services from staff at the referring organization once eligibility is confirmed by TDHS. Information about the case manager responsible for case management activity (i.e., TDLWD staff or TPP staff, depending on the referral source) is documented in VOS.

For all components, Case Management Services include:

- Initial assessment;
- Creation of Individual Employment Plan (with steps and goals updated at each subsequent interaction);
- Virtual or in-person follow up meetings each 30 days to ensure there are no new barriers to participation, provide any participant reimbursements, and discuss progress toward the employment goal;

- Tracking all scheduled appointments in VOS;
- Updating Case Notes in VOS for each participant interaction;
- Component participation tracking in VOS via activity codes;
- Providing referrals to any additional supports needed for component participation; and
- Sending status updates to TDHS at enrollment and each 30 days (at minimum).

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

Communication/Coordination with:

<p>SNAP eligibility staff:</p>	<p>Case managers share information about potential exemptions that a participant may qualify for. Status updates are sent via VOS to the designated TDHS E&T primary county contact (Eligibility Counselors) for review and action. The status notice will include the participant's name, SNAP case number, date of most recent appointment, current status, and any ABAWD hours that the participant has gained through participation with E&T.</p>
<p>State E&T staff:</p>	<p>Communication/coordination occurs via email and a shared status spreadsheet (saved on an internal State drive accessible by approved State staff). To ensure timely responses between TDHS/TDLWD, both TDLWD and TDHS document and review feedback via shared spreadsheets on any issues noted during the referral process, including data entry and/or case management files. All SNAP E&T staff have access to VOS, which houses E&T participant data to include appointments, case notes, and steps within the employment plan.</p>
<p>Other E&T providers:</p>	<p>Communication/coordination occurs via email, telephone calls, and regular (monthly and/or quarterly) meetings. Since all E&T providers use the same system, all participant data can be viewed to ensure there is no duplication of services. A program procedure manual is also provided to all providers. TDLWD's three regional SNAP E&T Assistant Directors that coordinate service flow, oversee technical assistance, and monitor for program compliance across the State's E&T system.</p>
<p>Community resources:</p>	<p>Communication/coordination occurs via email, telephone calls, and meetings. Each American Job Center has a list of community resources available in the area. -SNAP E&T staff also utilize United Way's 211 weblink to provide participants with specific resources. During the initial assessment, attempts are made to connect participants to needed resources based on the barriers indicated. Referrals are noted in the shared case management system. TDLWD's regional SNAP E&T Assistant Directors also work to identify available community resources and share with case management staff.</p>

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).

Case management activities and/or services are targeted based on each participant's assessment, IEP, and ongoing progress monitoring. Referrals and coordination with service providers, communication to participants, and participant activities and outcomes are documented within VOS. All Case Managers operating within the One-Stop system have the ability to view activities, case notes, and documentation. All communication to clients occurs via the customer's preferred contact method (reviewed and documented during the customer's initial assessment).

State program guidelines require participants to be engaged in follow-up each 30 days, at minimum. These follow-up discussions are conducted in coordination with any partner programs in which the individual is co-enrolled. Regular communication helps Case Managers ensure participants have the support they need to successfully progress through training and obtain/maintain employment.

Follow-up appointments focus on addressing any new barriers and monitoring program participation levels. Transportation reimbursements are also issued. Participant updates are documented in VOS and provided to TDHS via E&T Status Notice every 30 days and any time a participant's status changes.

XIII. Conciliation Process (if applicable)

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

Does the State agency offer a conciliation process?

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

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

What is the length of the conciliation period?

XIV. Disqualification Policy for General Work Requirements

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

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements include voluntarily quitting a job or reducing work hours below 30 hours a month and failing to comply with SNAP E&T (if assigned by the State agency).

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

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

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

- Yes
- No

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

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

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

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

Up to 6 months

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

Six months or until the individual complies, as determined by the State agency

Time period greater than 6 months

Permanently

The State agency will disqualify the:

Ineligible individual only

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

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must 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.

If an individual refuses or fails to comply with the general work requirements, the Eligibility Counselor must evaluate the individual to determine the next appropriate steps. When a voluntary participant or an individual who is exempt from the work requirements fails to comply, there is no penalty. Only those participants, who Voluntary Quit a job is subject to a Good Cause determination.

The State's SNAP Work Requirements Procedure Manual provides guidance regarding good cause determinations, including the procedures for determining good cause for non-exempt individuals who fail to comply with a SNAP work requirement.

1. The Eligibility Counselor must contact the household and determine whether good cause exists.

2. Good cause for failure to comply includes circumstances beyond the household member's control, such as, but not limited to:

a. The individual's illness, or illness of another household member which requires the individual's presence;

b. Household emergencies;

c. Lack of transportation;

d. The household did not receive notification to appear for an interview, provide employment information, etc.; or

e. An individual cannot make satisfactory progress in an education program according to the Adult Basic Education (ABE) teacher and does not appear capable of earning an acceptable wage.

If employment hours for an individual subject to the ABAWD work requirement decrease below 20 per week/80 per month, then an EC must review the individual's circumstances to determine if good cause exists. An ABAWD shall not be considered to have met the work requirement if the absence is not temporary/the job is not retained. If an individual would have worked an average of 20 hours per week but missed some work for good cause, then the individual shall be considered to have met the work requirement. Good cause for failure to comply includes circumstances beyond the household member's control, such as but not limited to, illness, illness of another household member requiring the presence of the member, a household emergency, or the unavailability of transportation.

If a customer reports a change by telephone, then the EC assisting the customer discusses the reason for the change during the call. If a customer reports a change via another method, then TDHS requests verification of the change and associated circumstances.

If the EC determines that good cause does not exist, a notice of adverse action is sent within 10 days to inform the individual of the non-compliance and the actions necessary to be in good standing. If Good Cause is not granted, then the participant will be assessed a countable month, in the following month (i.e., the month after action is taken).

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

TN's criteria for good cause includes circumstances beyond the individual's control, such as but not limited to: illness, illness of another household member that requires the presence of the noncompliant individual, a household emergency, or the unavailability of transportation.

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

Since TN began operating voluntary SNAP E&T, the State has always had appropriate and available openings for E&T participants in all components. Should there come a time when the State does not have available openings due to a lack of funding, TDHS and TDLWD State Office E&T staff will cease to make referrals, until the components are made available.

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.

TDLWD communicates provider determinations to TDHS via E&T status notices, generated through TDLWD's system of record. Provider determinations include customer name, initial component, date of the provider determination, reason for the provider determination, new component (if applicable), and customer's next step.

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

TDHS eligibility staff notify households of provider determinations within 10 calendar days of receipt. Staff must make two telephone attempts to the individual to advise them of the information provided by TDLWD or the TPP.

If a customer cannot be reached after two telephone attempts, staff are advised to send the following notice:

"We received notice of a provider determination. A provider determination is a determination by the Tennessee Department of Labor and Workforce Development

that you are not compatible for your work activity. You are not being sanctioned and may have already been placed in another work activity; in which you are more compatible. If you are an Able Bodied Adult Without Dependents (ABAWD), you can receive SNAP for three (3) months in a three (3) year or thirty-six-month period. You will receive your (1st, 2nd, or 3rd) countable month beginning xx/xxxx unless you meet or are otherwise not subject to the ABAWD work requirement. If you are still unsure about your activity participation; please contact the FASC at 1-866-311- 4287 to discuss your exemption options.”

TDHS staff must document the two telephone attempts and/or the act of sending the notice in the running records.

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>3,977</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>5,568</p>

III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$ 6,018,484.21
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$ 501,540.35
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$ 90.08 (Note: Since the State will also leverage funding beyond the SNAP E&T grant to subsidize participant needs, this amount is based on the estimated E&T allocation per participant.)

Participant Reimbursement Details

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

- Allowable Participant Reimbursements.** Every State agency must include childcare and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.

- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides?	Method of disbursement
School Supplies, School Books, and Training Materials	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State’s approved vendor list are utilized.	TDWLD and TPP	Participant receives the exact amount via check, PEX card funds, or paid directly to the training provider once receipt/documentation is verified valid and expense allowable.
Testing Fees	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State’s approved vendor list are utilized.	TDWLD and TPP	Participant receives the exact amount via check, PEX card funds, or paid directly to the training provider once receipt/documentation is verified valid and expense allowable.
Uniforms and/or Work Attire	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard.	TDWLD and TPP	Participant receives the exact amount via check, PEX card funds, or paid directly to the training provider once receipt/documentation is

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides?	Method of disbursement
	Vendors on the State’s approved vendor list are utilized.		verified valid and expense allowable.
Tools, Personal Safety Items, and Other Equipment Necessary for Employment or Training	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State’s approved vendor list are utilized.	TDWLD and TPP	Participant receives the exact amount via check, PEX card funds, or paid directly to the training provider once receipt/documentation is verified valid and expense allowable.
Transportation Assistance (Gas Cards and Bus Passes) Associated with Training or Education	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State’s approved vendor list are utilized.	TDWLD and TPP	<p>Gas Cards: Provided in \$25 increments up to \$150 per 30 days of participation depending on the component and the level of participation. (Qualifying program enrollment and attendance logs are provided.) TPP can provide transportation via method approved in their scope of work but must adhere to the cap of \$150 for each 30 days of participation.</p> <p>Bus Passes: Provided based on component attendance.</p>
Tuition and Related fees (i.e., Course Registration,	Reimbursement amounts vary based on the type of support requested. All costs must meet the	TDWLD and TPP	Participant receives the exact amount via check, PEX card funds, or paid directly to the training provider once

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides?	Method of disbursement
Student Activity, etc.)	reasonable and necessary standard. Vendors on the State’s approved vendor list are utilized.		receipt/documentation is verified valid and expense allowable.
Background, Union Dues, Licensing, and/or Bonding Fees	Participant reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Expense must be required for the participant to gain employment.	TPP	TPP pays the vendor directly once receipt/documentation is verified valid and expense allowable. Expense must have a direct link to and be a required element of the selected E&T component.
Medical Expenses (Limited to vaccinations, physical exams, medical testing such as TB and other skin testing, etc., and/or drug testing)	Participant reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Expense must be required for the participant to gain employment or approved training.	TDWLD and TPP	Participant receives the exact amount via check, PEX card funds, or paid directly to the training provider once receipt/documentation is verified valid and expense allowable. Expense must have a direct link to and be a required element of the selected E&T component.

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.

Child care payment assistance is coordinated through referrals to TDHS' CCDBG-funded Child Care Payment Assistance Program (Attachment G).

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?

TDHS' Child Care Payment Assistance Program has ample funding to support all eligible SNAP E&T participants. If a child care slot is not available with a family's preferred provider, parents may enroll their child(ren) with another agency until space becomes available at their preferred provider.

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.

TDHS uses a point-in-time report that counts all work registrants in the State as of the first day of the new fiscal year (October 1). This report provides unduplicated data from TDHS' automated eligibility system. Work registrants not captured in previous reports are added to the report each month. TDHS ECs identify work registrants during SNAP intake and recertification interviews, through data matches, and via case actions that change customers' work registration status and update this information in ACCENT/EBMS case records.

Describe measures taken to prevent duplicate counting.

Every month, a list of newly identified individuals is compared against the year's cumulative report. Individuals previously reported are not reported again; individuals

not previously reported are included in the monthly report and added to the cumulative total individuals for the following month's comparison.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Data Source Used for the National Reporting Measures	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

Component and demographic data needed for federal reporting is located within TDLWD's case management system, VOS/Jobs4TN.

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).

Participants are contacted at least once each 30 days; follow-up appointments are conducted via phone call, email, or in-person. Outcome data obtained during follow-up appointments is entered into VOS.

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.

TN uses QWR as the source for employment and earnings measures.

State Component Reporting Measures

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

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

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

Component and demographic data needed for federal reporting is located within TDLWD's case management system, VOS/Jobs4TN.

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).

Follow-up appointments focus on addressing any new barriers and monitoring program participation levels. Transportation reimbursements are also issued. Participant updates are documented in VOS and provided to TDHS via E&T Status Notice every 30 days and any time a participant's status changes.

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)
Job Search Training (JST)	Number and percent of total JST participants who begin component and obtain unsubsidized employment within the reporting period	Numerator includes JST participants who obtain unsubsidized employment during the period of 10/01/2023 - 09/30/2024. Denominator includes the number of participants who enter the JST component during the period of 10/01/2023 - 09/30/2024.
Career/Technical Education Programs or Other Vocational Training Component (EPC)	Number and percent of total EPC participants who begin component and obtain a recognized credential within the reporting period	Numerator includes EPC participants who obtain a recognized credential during the period of 10/01/2023 - 09/30/2024. Denominator includes the number of participants who enter the EPC component during the period of 10/01/2023 - 09/30/2024.
Work Readiness Training (EPWRT)	Number and percent of total EPWRT participants who begin component and enter career/technical training component and/or	Numerator includes EPWRT participants who successfully enter career/technical training and/or obtain employment during the period of 10/01/2023 - 09/30/2024.

Component	Outcome Measure	Methodology, Including the Timeframes Being Reported (e.g. denominator and numerator)
	obtain employment within the reporting period	Denominator includes the number of participants who enter the EPWRT component during the period of 10/01/2023 - 09/30/2024.
Work Based Learning – Other (WBLO)	Number and percent of total WBLO participants who begin component and transition to full-time employment within the reporting period	Numerator includes WBLO participants who successfully complete training and transition to full-time employment during the period of 10/01/2023 - 09/30/2024. Denominator includes the number of participants who enter the WBLO component during the period of 10/01/2023 - 09/30/2024.
Job Retention (JR)	Number and percent of total JR participants who begin component and maintain employment within the reporting period	Numerator includes JR participants who maintain employment by the end of the program year (9/30/2024). Denominator includes the number of participants who enter the JR component during the period of 10/01/2023 - 09/30/2024.
English Language Acquisition (EPEL)	N/A - Less than 100 participants projected	N/A
On-the-Job Training (WBLOJT)	N/A - Less than 100 participants projected	N/A

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

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

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.

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

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

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

Where will the State agency offer qualifying activities?

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

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

- ABAWD waiver for parts of the State
- Will use discretionary exemptions
- Other: Click or tap here to enter text.

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

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

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

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

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs

under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

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

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

To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency’s plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

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

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

Table F.III. Available Qualifying Activities

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

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

Table F.IV. Estimated cost to fulfill the pledge

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

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

G. Component Detail

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

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

I. Non-Education, Non-Work Components

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

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

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

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

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	TN will not offer this component during FFY 2024.
Direct link	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	Job Search Training (JST)
Description of the component	<p>This component helps participants develop and/or enhance skills needed to gain employment via instruction, guidance, and/or mentoring. Approved activities include case management to reduce employment barriers, job skills assessments, career coaching, job search techniques, training on utilizing technology during job search, online job search training, resumé writing workshops and/or assistance, application assistance, interview skills workshops and/or practice sessions, assistance with appropriate dress, social skills-building, training on effective networking, job placement referrals and/or assistance, and other approved job search training activities offered within One-Stop American Job Centers and by TPPs. During each participant’s initial assessment, at least three activities are outlined and documented in the JST activity document.</p> <p>Approved JST activities are thoroughly evaluated and must directly enhance participants’ employability. JST is not intended to be a long-term activity. This component usually includes three activities and is targeted for completion within 4 - 6 weeks.</p>
Target population	All SNAP E&T participants for whom skills deficiencies are identified during the initial assessment and/or those who

	express a lack of skills necessary to gain employment are referred to JST. Participants who do not want to engage in specific education and/or training but need assistance with gaining employment are also referred to JST.
Criteria for participation	Participants must demonstrate significant employment barriers and/or express interest in enhancing their skills to gain employment. Information about each participant’s abilities, knowledge, skills, and/or needs is gathered during the participant’s initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.
Geographic area	Statewide
E&T providers	TDLWD, WIOA, TPP, and/or State-approved vendors or providers
Projected annual participation	3,380
Estimated annual component costs	\$ 168,087.40 (\$49.73 per participant)

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

Details	Job Retention (JR)
Description of the component	This component assists participants who gain new employment through participation in or completion of SNAP E&T activities. JR services include case management, transportation assistance, and assistance obtaining or reimbursement for the purchase of necessary uniforms and/or other employment clothing, equipment, supplies, or tools required to perform the job, testing fees, and/or other necessities needed to maintain and achieve satisfactory performance in their newly acquired employment. Job retention services are offered for a minimum of 30 days up to a maximum of 90 days. Participants must work with approved vendors for supportive services.
Target population	SNAP E&T participants who gain and/or improve employment status through participation in SNAP E&T activities and/or services.
Criteria for participation	Participants who gain new employment through participation in another component and/or receive other SNAP E&T employment and/or training services are potentially eligible for JR. Participants must receive SNAP

	benefits during the month of/during the month prior to enrollment in JR. Ongoing case management and confirmation of JR eligibility from TDHS staff are used to determine appropriateness of participation in this component.
Geographic area	Statewide
E&T providers	TDLWD, WIOA, TPP, and/or State-approved vendors or providers
Projected annual participation	280
Estimated annual component costs	\$ 21,281.20 (\$ 76.00 per participant)

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

Details	Self-Employment Training (SET)
Description of the component	TN will not offer this component during FFY 2024.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	Workfare (W)
Description of the component	TN will not offer this component during FFY 2024.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

II. Educational Programs

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

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

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

Details	Basic/Foundational Skills Instruction, Including High School Equivalency Programs (EPB)
Description of the component	<p>This component helps participants prepare for CTE needed to further their career goals. Participants who lack a high school diploma or HSE are referred to local Adult Education (Title II) partners for High School Equivalency Test (HiSET) preparation and/or testing. TN’s Adult Education (AE) program is a three-level instructional system focused on building reading, writing, and math skills to bring participants’ functional levels up, helping them pass the HiSET and begin their desired career pathway.</p> <p>SNAP E&T funding provides transportation assistance and supportive services. The State allocates funding for the HiSET if participants meet the testing criteria.</p>
Target population	<p>All SNAP E&T participants in need of a high school diploma or HSE, who have a TABE test score of 8.5-grade level or less, or possess a high school diploma or HSE and desire CTE but have a deficiency of basic skills as determined by standardized testing are eligible for EPB.</p>
Criteria for participation	<p>Participants must lack a high school diploma or HSE, have a deficiency of basic skills as determined by standardized testing, and/or express individual interest. Information about each participant’s abilities, knowledge, skills, and/or needs is gathered during the participant’s initial assessment. This information is used to determine appropriateness of participation in this component.</p>
Geographic area	Statewide
E&T providers	TN Adult Education Division (WIOA Title II) and contract staff selected to provide AE services
Projected annual participation	90
Estimated annual component costs	\$ 211.65 (\$ 2.35 per participant)
Not supplanting	<p>TDLWD Case Managers determine during each participant’s assessment if other funding options can be leveraged in support of educational costs before SNAP E&T funds are used. Staff are required to provide appropriate documentation demonstrating that E&T funds do not supplant non-federal funds (such as an invoice or other document showing education costs paid by another funding source). TDLWD Central Office staff monitor and review these records periodically.</p>

<p>Cost parity</p>	<p>TDLWD Case Managers ensure that SNAP E&T participants are charged the same costs for educational services and/or activities as nonparticipants. Staff are required to search for competitive pricing and/or alternative programming in local areas that aligns with participants' wants or needs, local employment markets, and/or high-demand occupations. Cost parity is verified during vendor evaluation and during the management oversight process. All expenses are reviewed and vetted to confirm they are reasonable and necessary for participation in the component.</p>
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Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

<p>Details</p>	<p>Career/Technical Education Programs or other Vocational Training (EPC)</p>
<p>Description of the component</p>	<p>This component helps participants gain academic and technical knowledge and skills needed to obtain industry-recognized credentials that allow them to better compete in the job market. EPC activities and services are provided through the One-Stop system, community/technical colleges, and/or community-based organizations. Approved CTE activities are thoroughly evaluated and must directly enhance participants' employability and be aligned with local labor market needs and identified in-demand occupations. TN employs the following CTE standards:</p> <ul style="list-style-type: none"> • Training providers are approved by Local Workforce Development Boards and appear on TDLWD's Eligible Training Provider List (ETPL). If a participant chooses a training provider that is not on the ETPL, costs must be deemed reasonable as compared to ETPL programs. • Training programs must be 2.5 years or less. At this time, TN SNAP E&T cannot support bachelor degrees. • Training must lead to an industry recognized credential or certificate. • Labor Market Data must indicate that the field of study aligns with an in-demand occupation. • Training costs must not exceed \$6,500 per training term. If costs exceed \$6,500 in a training term, SNAP E&T's costs are capped at \$6,500.

TN SNAP E&T FY 2024

	Eligible participants receive individualized case management through co-enrollment in WIOA Adult/WIOA Youth programming. Training and participant support costs for SNAP E&T/WIOA Title I co-enrollees are shared across both programs.
Target population	All SNAP E&T participants with a high school diploma or HSE who want to gain knowledge and skills necessary for employment through an approved CTE program.
Criteria for participation	Participants must lack marketable skills or demonstrate the need to upskill to move towards self-sufficiency, have a high school diploma/HSE, or otherwise meet the minimum criteria established by providers to demonstrate basic knowledge, skills, experience, and/or interest, as required. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component. Costs are approved on a term-by-term basis. Ongoing assistance is dependent on continued eligibility for SNAP E&T, available funding, and participant progress and cooperation as outlined in the Voluntary Agreement.
Geographic area	Statewide
E&T providers	WIOA partners, TPP, ETPL training providers, and/or State-approved vendors or providers
Projected annual participation	1,826
Estimated annual component costs	\$ 89,921.96 (\$ 49.24 per participant)
Not supplanting	Participants may receive E&T-funded assistance with transportation, textbook purchases, and other supportive services based upon assessed needs while enrolled in EPC. Staff determine during each participant's assessment if other funding options can be leveraged in support of educational costs before SNAP E&T funds are used. Staff are required to provide appropriate documentation demonstrating that E&T funds do not supplant non-federal funds (such as an invoice or other document showing education costs paid by another funding source). TDLWD Central Office staff monitor and review these records periodically. Participants receiving Federal student aid via the FAFSA are not eligible for tuition assistance via SNAP E&T unless the awarded amount does not fully pay for selected training program costs. SNAP E&T will support participants

	with gap funding if the award is not issued in time to support required costs.
Cost parity	TDLWD Case Managers ensure that SNAP E&T participants are charged the same costs for educational services and/or activities as nonparticipants. Staff are required to search for competitive pricing and/or alternative programming in local areas that aligns with participants' wants or needs, local employment markets, and/or high-demand occupations. Cost parity is verified during vendor evaluation and during the management oversight process. All expenses are reviewed and vetted to confirm they are reasonable and necessary for participation in the component.

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

Details	English Language Acquisition (EPEL)
Description of the component	This component provides services through AE's Integrated English Literacy and Civics Education (IELCE) program. Through IELCE, participants also receive support with HiSET preparation, citizenship exam preparation, and/or pursue training through AE's Integrated Education and Training (IET) program. SNAP E&T funding supports transportation assistance. The State allocates funding for the HiSET if participants meet the testing criteria.
Target population	All SNAP E&T participants who request language assistance, who do not speak English as their primary language, and/or for whom lack of English language skills is a barrier to employment.
Criteria for participation	Participants must have a primary language other than English and/or express a desire to learn English to assist with training and obtaining employment. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.
Geographic area	Statewide
E&T providers	WIOA partners, TPP, and/or State-approved vendors or providers
Projected annual participation	25

Estimated annual component costs	\$ 211.65 (\$ 8.47 per participant)
Not supplanting	Participants may receive E&T-funded assistance with transportation, textbook purchases, and other supportive services based upon assessed needs while enrolled in EPEL. Staff determine during each participant’s assessment if other funding options can be leveraged in support of educational costs before SNAP E&T funds are used. Staff are required to provide appropriate documentation demonstrating that E&T funds do not supplant non-federal funds (such as an invoice or other document showing education costs paid by another funding source). TDLWD Central Office staff monitor and review these records periodically.
Cost parity	TDLWD Case Managers ensure that SNAP E&T participants are charged the same costs for educational services and/or activities as nonparticipants. Staff are required to search for competitive pricing and/or alternative programming in local areas that aligns with participants’ wants or needs, local employment markets, and/or high-demand occupations. Cost parity is verified during vendor evaluation and during the management oversight process. All expenses are reviewed and vetted to confirm they are reasonable and necessary for participation in the component.

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	TN will not offer this component during FFY 2024.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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

Details	Work Readiness Training (EPWRT)
Description of the component	<p>This component helps participants develop Personal Effectiveness Competencies (i.e. soft skills), including foundational cognitive skills such as reading for information, applied mathematics, locating information, problem-solving, and critical thinking. EPWRT activities also help participants develop personal characteristics and behavioral skills such as adaptability, integrity, cooperation, and workplace discipline which enhance participants’ interpersonal interactions, job performance, and career prospects.</p> <p>EPWRT participants may be referred and/or co-enrolled in JST for resources and activities that strengthen participants’ employment efforts.</p> <p>EPWRT is not intended to be a long-term activity. This component must be completed within 3 months but can be extended on a case-to-case basis in special circumstances as approved by TDLWD.</p>
Target population	<p>All SNAP E&T participants for whom lack of foundational skills is a barrier to gaining employment or being successful in maintaining long-term employment. TN SNAP E&T further identifies justice-involved participants as a priority population.</p>
Criteria for participation	<p>Participants must demonstrate lack of foundational skills needed to enter employment, lack of foundational skills needed to maintain past employment, and/or express individual interest. Information about each participant’s abilities, knowledge, skills, and/or needs is gathered during the participant’s initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.</p>
Geographic area	Statewide
E&T providers	TPP and/or State-approved vendors or providers
Projected annual participation	1,250
Estimated annual component costs	\$ 36,297.62 (\$29.04 per participant)
Not supplanting	<p>Participants may receive E&T-funded assistance with transportation, textbook purchases, and other supportive services based upon assessed needs while enrolled in EPWRT. Staff determine during each participant’s assessment if other funding options can be leveraged in support of educational costs before SNAP E&T funds are</p>

	used. Staff are required to provide appropriate documentation demonstrating that E&T funds do not supplant non-federal funds (such as an invoice or other document showing education costs paid by another funding source). TDLWD Central Office staff monitor and review these records periodically.
Cost parity	TDLWD Case Managers ensure that SNAP E&T participants are charged the same costs for educational services and/or activities as nonparticipants. Staff are required to search for competitive pricing and/or alternative programming in local areas that aligns with participants' wants or needs, local employment markets, and/or high-demand occupations. Cost parity is verified during vendor evaluation and during the management oversight process. All expenses are reviewed and vetted to confirm they are reasonable and necessary for participation in the component.

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	TN will not offer any other educational component during FFY 2024.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

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

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	SNAP E&T is a voluntary program in TN, thus TN will not offer this component during FFY 2024.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	TN will not offer this component during FFY 2024.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	TN will not offer this component during FFY 2024.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	TN will not offer this component during FFY 2024.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	On-the-Job-Training (WBLOJT)
Description of the component	<p>This component helps participants (herein referred to as conditional employees or trainees) acquire training for occupations that have limited or no formal classroom training requirements or in which “hands-on” training is necessary to learn the job. WBLOJT is used to encourage employers to hire individuals who may not otherwise qualify for a particular position and train them in the specific skills needed for that job, with the expectation that the employer will retain the individual after the training is successfully completed. WBLOJT is a training activity in the public or private sector that is given to a paid conditional employee engaged in a productive training activity that provides knowledge and skills essential to the performance of the job.</p> <p>The component will be structured as follows:</p> <ul style="list-style-type: none"> • The State agency will act as the provider for this activity and conduct additional screening of participants to ensure appropriateness for training participation prior to placement as well as provide case management and necessary participant supports to achieve successful outcomes for participants. • Potential training placement opportunities will be identified throughout the state-by-State E&T staff based on specific criteria including the capacity of prospective employers to offer a structured, objective-driven training curriculum that is commensurate with the occupation being pursued by the participant. • The State agency will refer participants to training placement opportunities only if they meet the employer’s established qualifications/criteria. As part of the screening process, employers will be allowed to interview potential trainees to ensure participants are appropriate for the training placement. • Potential employers will be required to submit training plans to the State agency for approval. All training plans must clearly demonstrate the trainee will acquire the specific knowledge and competencies needed for a specific position.

	<ul style="list-style-type: none"> • As a part of the training agreement, employers will agree that individuals who successfully complete a training assignment will be retained as a regular, full-time employee under the same rules as similarly situated employees. • Payments provided to employers will pay for the cost of providing the training. The employer will agree to provide instruction, equipment, and materials. Employers will also be responsible for documenting training attendance and progress towards meeting the training objectives. Employers are required to provide specific training to address the needs of the participant to perform the job they were conditionally hired to do. As part of the OJT program, the employer agrees to provide job-specific training that goes beyond any basic or regular training already provided to all other employees. This additional training could include soft skills training, work readiness training, or other skills training that will assist the participant in successfully maintaining the position. Upon successful training completion, retains the OJT participant as an employee. • If further training is required beyond the agreed upon training period, the employer must request approval from the state agency and provide a justification for extending the training period. • Trainee work time for which the trainee will be paid includes time spent engaged in work-related training (e.g., studying training manuals, attending job-related seminars, workshops or one-on-one training). • Participants who successfully complete the training program will be provided job retention services in accordance with the E&T Program rules. • Training placements will be time-limited with the length of the training period being appropriate to the occupation for which the participant is being trained. The duration will be determined by labor market information and will consider the content of the training as well as the prior work experience of the participant. • The specific length of the training period will be identified in the agreement executed for the
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	<p>placement as agreed upon by the employer and state agency prior to the beginning of participation.</p> <p>Below are two examples of training curriculums:</p> <p>Job Title: Administrative Assistant OJT Agreement Period: Four weeks</p> <ul style="list-style-type: none"> • Company policies and position responsibilities • Basic computer application training (company database/systems) • Organizational processes: maintaining files, record keeping, inventory, organizing schedules, coordinating meetings, telephone etiquette, greeting guests and taking notes/memos. <p>Job Title: Floor Tech/Custodial OJT Agreement Period: Six weeks</p> <ul style="list-style-type: none"> • Company policies and position responsibilities • Custodial tools & equipment, custodial safety & chemical handling • Stairway & elevator cleaning • Cleaning carpet, hardwood and other types of floors • Carpet stain removal • High & low speed buffing
<p>Target population</p>	<p>All SNAP E&T participants for whom lack of workplace skills and/or poor work history are barriers to gaining employment or being successful in maintaining long-term employment (as determined by WIOA Title I Career Services providers).</p>
<p>Criteria for participation</p>	<p>Participants must be co-enrolled in WIOA Title I programs and demonstrate significant barriers to employment, lack of basic foundational knowledge, low level of workplace experience, and/or very poor work history but high degree of motivation to work. WBLOJT participants must be actively enrolled and complete all program activities as established by TPPs. Information about each participant’s abilities, knowledge, skills, and/or needs is gathered during the participant’s initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.</p>

Geographic area	Statewide
E&T providers	TPP
Projected annual participation	30
Estimated annual component costs	<p>\$ 4,803.83 (\$ 160.13 per participant)</p> <p>Note: TN operates the WBLOJT component in alignment with the WIOA Combined Plan; the \$160.13 cost per participant is for project-specific administrative expenses, including personnel costs, IT infrastructure, etc. The cost per participant does not include any costs related to participants' tuition, training, etc. as these costs are covered via other funding streams as a result of co-enrollment in WIOA and other programs.</p>

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	TN will not offer this component during FFY 2024.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	This component helps participants develop general skills, knowledge, work habits, and work experience while training in real work environments and earning basic certifications necessary to obtain employment. WBLO activities have planned start- and end-dates and can be coordinated within the private/for-profit sector, the nonprofit sector, and/or the public sector.

	<p>Approved WBLO activities are thoroughly evaluated and must directly enhance participants' employability, support participants' IEPs, and be aligned with local labor market needs and identified in-demand occupations. TN employs the following WBLO standards:</p> <ul style="list-style-type: none"> • Training providers must provide opportunities to train in real work environments and provide curricula with clearly articulated outcome goals (including entering employment upon completion of the component) and intentional day-to-day activities designed to improve skills. • Providers must show SNAP E&T participants will earn wages equitable to nonparticipants. • Component activities should be targeted for completion within 4 - 6 months and cannot exceed 6 months. • Participants cannot exceed one (1) WBL activity per calendar year. <p>Allowable work-based learning expenditures include:</p> <ul style="list-style-type: none"> • Reasonable and allocable costs to train participants (i.e. training costs related to curriculum, etc.) • Supportive Services (i.e. transportation, clothing, tools, certification fees, etc.) • Classroom training or required academic education directly related to work-based learning • Staffing costs based on actual SNAP E&T time and effort spent working directly with participants to ensure successful work-based learning experiences, including staff time spent managing work-learning activities
<p>Target population</p>	<p>All SNAP E&T participants for whom lack of workplace skills and/or poor work history are barriers to gaining employment or being successful in maintaining long-term employment.</p>
<p>Criteria for participation</p>	<p>Participants must demonstrate significant barriers to employment, lack of basic foundational knowledge, low level of workplace experience, and/or very poor work history but high degree of motivation to work. WBLO participants must be actively enrolled and complete all program activities as established by TPPs. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.</p>

TN SNAP E&T FY 2024

Geographic area	Statewide
E&T providers	TPP
Projected annual participation	250
Estimated annual component costs	<p>\$ 15,143.87 (\$60.58 per participant)</p> <p>Note: TN operates the WBLO component in alignment with the WIOA Combined Plan; the \$60.58 cost per participant is for project-specific administrative expenses, including personnel costs, IT infrastructure, etc. The cost per participant does not include any costs related to participants' tuition, training, etc. as these costs are covered via other funding streams as a result of co-enrollment in WIOA and other programs.</p>

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	TN will not offer this component during FFY 2024.
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	TN will not offer this component during FFY 2024.
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	TN will not offer this component during FFY 2024.
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	TN will not offer this component during FFY 2024.
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	TN will not offer this component during FFY 2024.
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.

TN estimates 3,977 E&T participants in FFY 2024, with 40% estimated to receive participant reimbursements. Total Participant Reimbursement Costs equal \$270,000 and are inclusive of federal and non-federal shares (\$135,000 State Legislative funding + \$ 135,000 Federal match). This is allocated for participant supportive services. These services are mainly offered to participants enrolled in EPB, JST, JR, postsecondary education programs, participants not co-enrolled with WIOA Partners. (See Column J on Tab A-Contracts-Partnerships Matrix).

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	TN Department of Labor & Workforce Development (TDLWD)
Service Overview	<p>TDLWD is the State’s primary SNAP E&T administrator, responsible for:</p> <ul style="list-style-type: none"> • Creation of TDLWD E&T policies and procedures and related training and monitoring of SNAP E&T partner network staff. <ul style="list-style-type: none"> ○ TDLWD’s SNAP E&T Program Manual (Attachment F) provides program guidance and is updated regularly. ○ Annual training is conducted prior to the start of the fiscal year. Monthly training is delivered via interactive partner webinars. Daily technical assistance is available via SNAP.ET@tn.gov. Onsite technical assistance can also be provided upon request. ○ Program and fiscal monitoring activities are conducted via monthly desktop reviews, invoice monitoring within SmartSimple, TN’s SNAP E&T subrecipient grant management system, and annual reviews by TDLWD’s Program Accountability Review team and Central Office fiscal unit. Annual on-site program monitoring is conducted by TDLWD’s Grant Program Manager and/or regional SNAP E&T staff. • Establishment and monitoring of SNAP E&T partnerships/contracts.

Contract or Partner Name	TN Department of Labor & Workforce Development (TDLWD)
	<ul style="list-style-type: none"> ○ TDLWD subcontracts with a network of intermediary and third-party partners to deliver SNAP E&T programming. TDLWD's SNAP E&T Grant Program Manager, Fiscal unit, and SNAP E&T Regional Staff monitor activities, services, and invoicing once contracts have been executed. TDLWD's PAR team also conducts an annual review of each contract. ● Provision of staff guidance regarding appropriate component assignment. <ul style="list-style-type: none"> ○ Staff receive the updated E&T State Plan, which includes descriptions of each current component, annually following approval by FNS. SNAP E&T Coordinators in each LWDA perform monitoring to ensure SNAP E&T processes for initial appointments, assessments, and component placements are followed and documented in VOS. ● Provision of guidance regarding initial appointments and one-on-one assessments. <ul style="list-style-type: none"> ○ Initial appointments for SNAP E&T are standardized and conducted with an approved script and mini-assessment tool. Assessment guidance, including questions, are provided to all staff involved in conducting one-on-one assessments. ● Coordination with TDHS on all SNAP E&T marketing/outreach activities. ● Coordination with TDHS on development of all SNAP E&T recruitment strategies. <ul style="list-style-type: none"> ○ TDLWD and TDHS meet at least quarterly to strategize about program improvements, including those to identify and serve more SNAP recipients. <p>TDLWD FFY 2024 subcontractors:</p> <ul style="list-style-type: none"> ● Goodwill Greater Chattanooga Area ● Men Of Valor ● Center for Employment Opportunities (CEO) ● University of TN Extension ● United Way of Greater Nashville (UWGN)

Contract or Partner Name	TN Department of Labor & Workforce Development (TDLWD)
Intermediary	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered	<p>Job Search Training (JST)</p> <ul style="list-style-type: none"> • Conducted by American Job Center or TPP staff. • Activities may include resumé writing assistance and workshops, online job search training, interviewing skills workshops and practice sessions, and other approved training. <p>Job Retention (JR)</p> <ul style="list-style-type: none"> • Conducted by American Job Center or TPP staff. • Activities include case management and reimbursement for required uniforms/other clothing for employment, equipment, supplies, and/or required tools, testing fees, and transportation. Participants must work with approved vendors for supportive services. <p>Basic/Foundational Skills Instruction (EPB)</p> <ul style="list-style-type: none"> • Conducted by local Adult Education (Title II) partners. • Adult Education (AE) is a three-level instructional system focused on reading, writing, and math skills development to improve customers' functional skills so they can pass the HiSET and begin their desired career pathway. <p>Career/Technical Education Programs or other Vocational Training (EPC)</p> <ul style="list-style-type: none"> • Conducted by provider partners (typically TCATs, community colleges, or State-approved providers) following referral from American Job Center or TPP staff. • Activities include education services for participants pursuing industry-recognized credentials to better compete in local job markets. <p>English Language Acquisition (EPEL)</p> <ul style="list-style-type: none"> • Services provided through AE's Integrated English Literacy and Civics Education (IELCE) program.

Contract or Partner Name	TN Department of Labor & Workforce Development (TDLWD)
	<ul style="list-style-type: none"> • Through IELCE, participants also receive support with HiSET preparation, citizenship exam preparation, and/or pursue training through AE’s Integrated Education and Training (IET) program. <p>Work Readiness Training (EPWRT)</p> <ul style="list-style-type: none"> • Provided through WIOA Title Partners and approved TPPs. • Activities help participants obtain foundational cognitive and soft skills necessary for adaptability and longevity in the workplace. <p>Work Based Learning (WBLO, WBLOJT)</p> <ul style="list-style-type: none"> • On-the-job training and other WBL provided through WIOA Title Partners and approved TPPs. • Activities help participants obtain experience by training in real work environments.
Credentials Offered	<p>Participants interested in vocational/technical training are connected with appropriate providers (typically TCATs, community colleges, or State-approved providers). Additional credentials can be obtained via TDLWD’s learning management platform, Coursera, available to E&T participants.</p>
Participant Reimbursements Offered	<p>Reasonable and necessary expenses directly related to participation in SNAP E&T components, including tuition, transportation (gas cards/bus passes), school supplies, materials, or necessary equipment (i.e., books, tools), testing fees, and uniforms. Child care payment assistance is coordinated through referrals to TDHS’ Child Care Payment Assistance Program.</p>
Location	Statewide
Target Population	All SNAP E&T participants
Monitoring of contractor	<p>Per the TDHS/TDLWD SNAP E&T IGA, TDHS must:</p> <ul style="list-style-type: none"> • Monitor TDLWD at least once per Federal fiscal year. • Monitor contracts, agreements, and programmatic activities. • Conduct an annual fiscal management review of a sampling of reimbursement invoices.

Contract or Partner Name	TN Department of Labor & Workforce Development (TDLWD)
	<ul style="list-style-type: none"> Conduct an annual fiscal management review of sample invoices and supporting documents to determine allowable costs, especially participant reimbursements as outlined in this plan. <p>Per the TDHS/TDLWD SNAP E&T IGA, TDLWD must:</p> <ul style="list-style-type: none"> Provide all monitoring tools, plans, schedules, and other supporting documents used to monitor E&T program operations (including sub-recipients) as well as processes for addressing observations and/or findings. Conduct on-site reviews of sub-recipients at least once every three (3) years. Based assessment of the risk of noncompliance posed by the subrecipient, provide the sub recipients with training and technical assistance on program-related matters. Monitor participant tracking, case management, invoicing, and documentation entered in VOS, on a monthly basis.
Ongoing communication with contractor	Email, telephone calls, ad hoc and scheduled meetings, regular reporting, and status notices/automated data transfers
Total Cost of Agreement	<p>\$ 2,539,786</p> <ul style="list-style-type: none"> 100% funding: \$ 2,269,786 50/50 funding: \$ 270,000 (\$ 135,000 State funds + \$ 135,000 Federal match)
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	University of Tennessee – Extension (UT Extension)
Service Overview	UT Extension serves as direct service provider and intermediary partner responsible for:

<p>Contract or Partner Name</p>	<p>University of Tennessee – Extension (UT Extension)</p>
	<ul style="list-style-type: none"> • Provision of SNAP E&T services, including case management, to move participants toward employment goals. <ul style="list-style-type: none"> ○ Engages participants and provides comprehensive services to guide, motivate, and support participants from first contact through job placement. ○ Case management services include enrollment, assessment, development of IEP, providing information about available services (including referrals), placement in appropriate component(s), career coaching, limited job search and job search assistance, and participation tracking. • Statewide SNAP E&T outreach coordination to grow program capacity, increase enrollment/participation, and improve outcomes. • Intermediary partner support for subcontracted E&T partners and identification of potential partners for follow-up by primary intermediary partner UWGN. <p>UT Extension FFY 2024 subcontractors:</p> <ul style="list-style-type: none"> • Dimas House • Rural Health Association
<p>Intermediary</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Components Offered</p>	<p>Work Readiness Training (EPWRT)</p> <ul style="list-style-type: none"> • UT Extension and partners utilize a curriculum aligned with the State’s established component guidelines to teach activities that focus on developing the knowledge, skills, attitudes, and aspirations that help participants successfully pursue, obtain, and maintain employment. EPWRT focuses on Personal Effectiveness Competencies such as interpersonal skills, integrity, professionalism, initiative, dependability, and reliability as well as communication skills and teamwork. JST activities that support EPWRT may also be included.

Contract or Partner Name	University of Tennessee – Extension (UT Extension)
	<p>Basic/Foundational Skills Instruction (EPB)</p> <ul style="list-style-type: none"> • UT Extension supports participants in need of basic education/HSE through referrals to local AE providers. <p>Career/Technical Education Programs or other Vocational Training (EPC)</p> <ul style="list-style-type: none"> • UT Extension supports participants interested in vocational/technical training by coordinating referrals to appropriate providers, typically TCATs or community colleges. <p>Job Search Training (JST)</p> <ul style="list-style-type: none"> • UT Extension will be incorporating the newly developed Ready to Work curriculum for this activity. <p>Job Retention (JR)</p> <ul style="list-style-type: none"> • UT Extension offers JR for 30 - 90 days for SNAP E&T participants who secure employment after participating in other E&T components within the organization.
Credentials Offered	Participants interested in vocational/technical training are connected with appropriate providers (typically TCATs, community colleges, or State-approved providers).
Participant Reimbursements Offered	Reasonable and necessary expenses directly related to participation in SNAP E&T components, including but not limited to transportation (gas cards/bus passes) and other training, education, or work-related expenses such as uniforms, personal safety items or other necessary equipment, textbooks and training manuals, tuition/tuition-related fees, and testing fees. Child care payment assistance is coordinated through referrals to TDHS’ Child Care Payment Assistance Program.
Location	Statewide
Target Population	Limited-resource audience with high likelihood of eligibility for SNAP E&T. Prospective participants are identified

Contract or Partner Name	University of Tennessee – Extension (UT Extension)
	primarily through sites serving low-income SNAP-eligible individuals, including drug and alcohol rehabilitation centers, domestic violence shelters, housing organizations, faith-based organizations, food pantries, and youth sites serving low-income families.
Monitoring of contractor	TDLWD’s Program Accountability Review (PAR) Team performs annual reviews. TDLWD’s Grant Program Manager and regional SNAP E&T staff provide technical assistance and conduct fiscal and program monitoring at least once per year. Monthly monitoring is conducted via reviews of invoices, partner reports, and case documentation. TDHS conducts subcontractor monitoring of subcontractors, reviewing scopes of services, executed contracts, fiscal records, invoice methodology and frequency, performance and outcome measures, and record retention.
Ongoing communication with contractor	Email, telephone calls, ad hoc and scheduled meetings, regular reporting, and status notices/automated data transfers
Total Cost of Agreement	\$ 1,566,769 <ul style="list-style-type: none"> • 100% funding: \$ 525,000 • 50/50 funding: \$1,041,769 (\$ 520,884 partner funding + \$ 520,884 Federal match)
Eligible for 75 percent reimbursement for E&T Services for ITOs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name	United Way of Greater Nashville (UWGN)
Service Overview	In FFY 2024, UWGN will serve as TN’s primary, statewide SNAP E&T intermediary partner responsible for: <ul style="list-style-type: none"> • Expansion of program capacity, increasing enrollments and participation while improving outcomes. • Intermediary partner support for subcontracted E&T partners, including contracting and training TPPs

<p>Contract or Partner Name</p>	<p>United Way of Greater Nashville (UWGN)</p>
	<p>previously managed by former E&T intermediary partner Equus.</p> <ul style="list-style-type: none"> • Identification and onboarding of new E&T TPPs. <p>UWGN FFY 2024 subcontractors:</p> <ul style="list-style-type: none"> • Lockhart Trucking Academy • Doors of Hope • Begin Anew of Middle Tennessee • Pivot Technology School • Project Return, Inc. • UpRise Nashville • GT Services, LLC • The Contributor Inc. • Music City Construction (MCC) • Monroe Harding • Olympic Career Training Institute (OCTI) • Persevere • ESU • Comprehensive Health Academy of TN (CHAT) • WEE Care <p>TN will notify FNS in writing and amend the E&T State Plan if/when additional subcontractors are identified during the program year.</p>
<p>Intermediary</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Components Offered</p>	<p>Work Readiness Training (EPWRT) and Job Search Training (JST)</p> <ul style="list-style-type: none"> • UWGN partners utilize curricula aligned with the State’s established component guidelines to teach activities that focus on developing the knowledge, skills, attitudes, and aspirations that help participants successfully pursue, obtain, and maintain employment. EPWRT focuses on Personal Effectiveness Competencies such as interpersonal skills, integrity, professionalism, initiative, dependability, and reliability as well as communication skills and teamwork. JST activities that support EPWRT may also be included. <p>Basic/Foundational Skills Instruction (EPB)</p>

<p>Contract or Partner Name</p>	<p>United Way of Greater Nashville (UWGN)</p>
	<ul style="list-style-type: none"> • UWGN partners support participants in need of basic education/HSE through referrals to local AE providers. <p>Career/Technical Education Programs or other Vocational Training (EPC)</p> <ul style="list-style-type: none"> • UWGN partners offer a variety of vocational/technical/specialized training that aligns with in-demand occupations. <p>Work Based Learning (WBLO, WBLOJT)</p> <ul style="list-style-type: none"> • UW partners help participants obtain experience by training in real work environments.
<p>Credentials Offered</p>	<ul style="list-style-type: none"> • Computer Training: Excel, Outlook, Windows, and Word (Begin Anew) • Restaurant/Culinary Training (GT Services) • CDL Training (Lockhart Trucking Academy) • Intro to Software Development (Pivot Technology School) • Intro to Cybersecurity (Pivot Technology School) • Intro to Data Analytics (Pivot Technology School) • NCCER Construction Certification (MCC) • Coding Instruction and Training (Persevere) • Warehousing in the Supply Chain (OCTI) • OSHA-10 & CPR Training/Certification (MCC) • Clerical Skills Certification (ESU) • Customer Service Certification (ESU) • Food Handler Certificate Training (WEE Care) • Nursing Aide Training (CHAT) <p>Participants interested in other vocational/technical training are connected with appropriate providers.</p>
<p>Participant Reimbursements Offered</p>	<p>Reasonable and necessary expenses directly related to participation in SNAP E&T components, including but not limited to transportation (gas cards/bus passes) and other training, education, or work-related expenses such as uniforms, personal safety items or other necessary equipment, bonding/licensing fees, textbooks and training manuals, tuition/tuition-related fees, and testing fees.</p>

Contract or Partner Name	United Way of Greater Nashville (UWGN)
	Child care payment assistance is coordinated through referrals to TDHS' Child Care Payment Assistance Program.
Location	Statewide
Target Population	SNAP-eligible individuals age 18 and over with limited-resources, including low-income families, justice-involved and/or re-entry individuals, individuals experiencing homelessness, unemployed/ underemployed, victims of domestic violence, and vulnerable veterans.
Monitoring of contractor	TDLWD's Program Accountability Review (PAR) Team performs annual reviews. TDLWD's Grant Program Manager and regional SNAP E&T staff provide technical assistance and conduct fiscal and program monitoring at least once per year. Monthly monitoring is conducted via reviews of invoices, partner reports, and case documentation. TDHS conducts subcontractor monitoring of subcontractors, reviewing scopes of services, executed contracts, fiscal records, invoice methodology and frequency, performance and outcome measures, and record retention.
Ongoing communication with contractor	Email, telephone calls, ad hoc and scheduled meetings, regular reporting, and status notices/automated data transfers
Total Cost of Agreement	\$ 9,096,222 <ul style="list-style-type: none"> • 50/50 funding: \$ 9,096,221 (\$ 4,548,111 partner funding + \$ 4,548,111 Federal match)
Eligible for 75 percent reimbursement for E&T Services for ITOs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name	Men of Valor (MOV)
Service Overview	Men of Valor (MOV) serves as a TPP providing SNAP E&T services and case management that supports participants' achievement of employment goals.
Intermediary	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Contract or Partner Name	Men of Valor (MOV)
Components Offered	<p>Work Readiness Training (EPWRT)</p> <ul style="list-style-type: none"> MOV utilizes a curriculum aligned with the State’s established component guidelines to teach activities that focus on developing the knowledge, skills, attitudes, and aspirations that help participants successfully pursue, obtain, and maintain employment. EPWRT focuses on Personal Effectiveness Competencies such as interpersonal skills, integrity, professionalism, initiative, dependability, and reliability as well as communication skills and teamwork. JST activities that support EPWRT may also be included. <p>Job Retention (JR)</p> <ul style="list-style-type: none"> MOV offers JR for 30 - 90 days for SNAP E&T participants who secure employment after participating in other E&T components within the organization.
Credentials Offered	N/A
Participant Reimbursements Offered	<p>Reasonable and necessary expenses directly related to participation in SNAP E&T components, including but not limited to transportation (gas cards/bus passes) and other training, education, or work-related expenses such as uniforms, personal safety items or other necessary equipment, textbooks and training manuals, tuition/tuition-related fees, and testing fees.</p> <p>Child care payment assistance is coordinated through referrals to TDHS’ Child Care Payment Assistance Program.</p>
Location	Shelby and Knox Counties
Target Population	SNAP-eligible individuals age 18 and over with limited-resources, including low-income families, justice-involved and/or re-entry individuals, unemployed, and vulnerable veterans.
Monitoring of contractor	TDLWD’s Program Accountability Review (PAR) Team performs annual reviews. TDLWD’s Grant Program Manager and regional SNAP E&T staff provide technical assistance and conduct fiscal and program monitoring at least once per year. Monthly monitoring is conducted via reviews of invoices, partner reports, and case documentation.

Contract or Partner Name	Men of Valor (MOV)
	TDHS conducts subcontractor monitoring of subcontractors, reviewing scopes of services, executed contracts, fiscal records, invoice methodology and frequency, performance and outcome measures, and record retention.
Ongoing communication with contractor	Email, telephone calls, ad hoc and scheduled meetings, regular reporting, and status notices/automated data transfers
Total Cost of Agreement	<p>\$ 1,653,612</p> <ul style="list-style-type: none"> 50/50 funding: \$ 1,653,612 (\$ 826,806 partner funding + \$ 826,806 Federal match)
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.V. Contractor/Partner Details

Contract or Partner Name	Center for Employment Opportunities - Memphis (CEO)
Service Overview	CEO serves as a TPP providing SNAP E&T services and case management that supports participants' achievement of employment goals.
Intermediary	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered	<p>Work Readiness (EPWRT)</p> <ul style="list-style-type: none"> CEO utilizes a curriculum aligned with the State's established component guidelines to teach activities that focus on developing the knowledge, skills, attitudes, and aspirations that help participants successfully pursue, obtain, and maintain employment. EPWRT focuses on Personal Effectiveness Competencies such as interpersonal skills, integrity, professionalism, initiative, dependability, and reliability as well as communication skills and teamwork. JST activities that support EPWRT may also be included. <p>Job Retention (JR)</p>

Contract or Partner Name	Center for Employment Opportunities - Memphis (CEO)
	<ul style="list-style-type: none"> CEO offers JR for 30 - 90 days for SNAP E&T participants who secure employment after participating in other E&T components within the organization.
Credentials Offered	N/A
Participant Reimbursements Offered	Reasonable and necessary expenses directly related to participation in the SNAP E&T component, including but not limited to transportation (gas cards/bus passes/rideshare passes) and ID registration. Child care payment assistance is coordinated through referrals to TDHS' Child Care Payment Assistance Program.
Location	Shelby County
Target Population	SNAP-eligible individuals with criminal convictions returning home after incarceration.
Monitoring of contractor	TDLWD's Program Accountability Review (PAR) Team performs annual reviews. TDLWD's Grant Program Manager and regional SNAP E&T staff provide technical assistance and conduct fiscal and program monitoring at least once per year. Monthly monitoring is conducted via reviews of invoices, partner reports, and case documentation. TDHS conducts subcontractor monitoring of subcontractors, reviewing scopes of services, executed contracts, fiscal records, invoice methodology and frequency, performance and outcome measures, and record retention.
Ongoing communication with contractor	Email, telephone calls, ad hoc and scheduled meetings, regular reporting, and status notices/automated data transfers
Total Cost of Agreement	<p>\$ 904,572</p> <ul style="list-style-type: none"> 50/50 funding: \$ 904,572 (\$ 452,286 partner funding + \$ 452,286 Federal match)
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.V. Contractor/Partner Details

Contract or Partner Name	Chattanooga Goodwill Industries, Inc. (CGI)
Service Overview	CGI serves as a TPP providing SNAP E&T services and case management that supports participants' achievement of employment goals.
Intermediary	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered	<p>Work Readiness Training (EPWRT) and Job Search Training (JST)</p> <ul style="list-style-type: none"> CGI utilizes a curriculum aligned with the State's established component guidelines to teach activities that focus on developing the knowledge, skills, attitudes, and aspirations that help participants successfully pursue, obtain, and maintain employment. EPWRT focuses on Personal Effectiveness Competencies such as interpersonal skills, integrity, professionalism, initiative, dependability, and reliability as well as communication skills and teamwork. JST activities that support EPWRT are also included. <p>Job Retention (JR)</p> <ul style="list-style-type: none"> CGI offers JR for 30 - 90 days for SNAP E&T participants who secure employment after participating in other E&T components within the organization.
Credentials Offered	N/A
Participant Reimbursements Offered	Reasonable and necessary expenses directly related to participation in the SNAP E&T component, including but not limited to transportation (gas cards/bus passes) and other work-related expenses such as uniforms. Child care payment assistance is coordinated through referrals to TDHS' Child Care Payment Assistance Program.
Location	Hamilton County
Target Population	SNAP-eligible individuals
Monitoring of contractor	TDLWD's Program Accountability Review (PAR) Team performs annual reviews. TDLWD's Grant Program Manager and regional SNAP E&T staff provide technical assistance and conduct fiscal and program monitoring at least once per year. Monthly monitoring is conducted via

Contract or Partner Name	Chattanooga Goodwill Industries, Inc. (CGI)
	reviews of invoices, partner reports, and case documentation. TDHS conducts subcontractor monitoring of subcontractors, reviewing scopes of services, executed contracts, fiscal records, invoice methodology and frequency, performance and outcome measures, and record retention.
Ongoing communication with contractor	Email, telephone calls, ad hoc and scheduled meetings, regular reporting, and status notices/automated data transfers
Total Cost of Agreement	\$ 13,728 <ul style="list-style-type: none"> • 50/50 funding: \$13,728 (\$ 6,864 partner funding + \$ 6,864 Federal match)
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

J. Budget Narrative and Justification

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

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>\$ 0</p>				
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>\$ 0</p>				
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services onractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>\$ 15,249,688.30</p> <ul style="list-style-type: none"> • 100% federal funding: \$ 2,269,786.00 • 50/50 funding: \$ 12,979,902.30 (\$ 6,489,951.15 non-Federal funding + \$ 6,489,951.15 Federal match) <p>Contractual costs include the agreement with TDLWD and subrecipient agreements with service providers, intermediaries, and partners. All costs included are based on historical program expenditures. All costs included for service providers, intermediaries, and partners have been reviewed and only operating costs specifically related to SNAP E&T services are included as specified:</p> <table border="1" data-bbox="743 1713 1406 1858"> <tr> <td colspan="2" data-bbox="743 1713 1406 1749">100% Admin</td> </tr> <tr> <td data-bbox="743 1749 1073 1858">a. Personnel</td> <td data-bbox="1073 1749 1406 1858">Salaries for 20 program-specific staff:</td> </tr> </table>	100% Admin		a. Personnel	Salaries for 20 program-specific staff:
100% Admin					
a. Personnel	Salaries for 20 program-specific staff:				

		5 Administrative Central Office staff at 100% 15 Direct Participant Service staff located throughout TN at 75%
	b. Fringe Benefits	Benefits for 20 program-specific staff: Full benefits package at 35%
	c. Travel	Program-specific travel including monthly staff visits/ outreach to assigned LWDA areas or counties and/or travel to participants unable to meet program staff at LWDA centers
	d. Equipment	None
	e. Supplies	Basic office supplies
	f. Contractual	Administrative funding to be awarded to TPPs aiding the State with SNAP E&T outreach, case management, special projects, outreach in rural areas, development of E&T materials, and ongoing community engagement
	g. Construction	None
	h. Other	Physical and organizational structures and facilities, computer software/programs necessary to operate the program, and funding exclusively

		allocated for E&T participant tuition
	j. Indirect Charges	Provisional approved rate of 13.29% – Total direct salaries and wages including all applicable fringe benefits
	50/50 Admin (CBO/TPP)	
	a. Personnel	None
	b. Fringe Benefits	None
	c. Travel	None
	d. Equipment	None
	e. Supplies	None
	f. Contractual	TPP 50/50 administrative expenditures and E&T participant supportive services. FFY 24 TPPs are: MOV, CEO, CGI, UT Extension, and UWGN.
	g. Construction	None
	h. Other	None
	j. Indirect Charges	None
	50/50 Participant Supports (State)	
	a. Personnel	None
	b. Fringe Benefits	None
	c. Travel	None
	d. Equipment	None
	e. Supplies	None
	f. Contractual	None
	g. Construction	None
h. Other	State expenditures for E&T participant supportive services (i.e. transportation, books, supplies, etc.)	
j. Indirect Charges	None	
Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.	\$ 0	

Materials: Describe materials to be purchased with E&T funds.	\$ 0
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.	\$ 0
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	\$ 0
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.)	\$ 0

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.

N/A

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.

Transportation & Other Participant Supportive Services (Reimbursements):

- \$ 270,000 (\$ 135,000 State Legislative funding + \$ 135,000 Federal match) allocated for participant supportive services. Services are mainly offered to participants enrolled in EPB, JST, JR, postsecondary education programs, participants not co-enrolled with WIOA Partners.
- \$ 438,600 (\$ 219,300 partner funding + \$ 219,300 Federal match) allocated for participant supports by UT Extension and partners.

- \$ 378,000.00 (\$ 189,000 partner funding + \$ 189,000 Federal match) allocated by Men of Valor for participants supports.
- \$ 10,020,720 (\$ 5,010,360 partner funding + \$ 5,010,360 Federal match) allocated by UWGN and partners for participant supports.
- \$ 10,560 (\$ 5,280 partner funding + \$ 5,280 Federal match) allocated by Chattanooga Goodwill Industries, Inc for participant supports.
- \$ 35,850 (\$ 17,925 partner funding + \$ 17,925 Federal match) allocated by Center for Employment Opportunities for participant supports.