

## USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
District of Columbia	DC	2026	Original Submission

**FORM STATUS:** Approved on 09/30/2025 5:05 PM EDT

### KEY PROGRAM STAFF

Provide one contact person for the State E&T Program.

Name	E-mail
Brian Campbell	<a href="mailto:Brian.Campbell@dc.gov">Brian.Campbell@dc.gov</a>

### AMENDMENT LOG

**NOTE:** THE AMENDMENT LOG IS ONLY APPLICABLE WHEN SUBMITTING AN AMENDMENT TO A STATE PLAN

## 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.

The below list includes common acronyms utilized within this plan.

<b>Acronym</b>	<b>Definition</b>
ABAWD	Able-Bodied Adult without Dependents
AJC	American Job Center
DC	District of Columbia
DCAS	District of Columbia Access System
DCWET	Division of Customer Workforce Employment and Training
DHS	Department of Human Services
DPO	Division of Program Operations
E&T	Employment and Training
ESA	Economic Security Administration
FNS	Food and Nutrition Service
FSA	Family Services Administration
FY	Fiscal Year
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIC	Workforce Investment Council
WIOA	Workforce Innovation and Opportunity Act

## SUMMARY OF 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:

- Increase the ability of SNAP participants to obtain regular employment
- Meet State or local workforce needs

The District of Columbia's Department of Human Services (DHS) Economic Security Administration (ESA) SNAP Employment and Training (E&T) program advances our agency's mission to empower every District resident to reach their full potential by providing SNAP participants with meaningful connections to career pathways, economic assistance, case management, participant reimbursements, and supportive services. DHS's SNAP E&T program offers an appealing and effective set of services that help participants achieve their career goals and improve their financial well-being. The District's E&T program operates District-wide and is not county-administered.

DHS tailors service delivery to all SNAP E&T participants through individualized customer assessment, routine case management and services in a broad range of SNAP E&T components. The District's SNAP E&T program is voluntary, which allows the District to focus limited resources on customers that affirmatively want to engage and participate in these services, while also providing outreach for those who are not engaging. Services are currently delivered by both DHS full-time staff and 18 third-party providers. The District's SNAP E&T program provides a broad range of services that are focused on placing SNAP participants into component activities that help participants build the skills needed to advance into regular employment with opportunity for upward mobility. Program funding helps fill significant gaps in available services under each component that helps address the unique barriers many participants face in a more comprehensive way. Funded programming also helps ensure more SNAP E&T participants can access high-quality services through both our internal staff and third-party grantees that prioritize services to our participants.

The District's SNAP E&T Program collaborates with broader workforce development partners to ensure that services are designed to meet the District's workforce needs. DHS is an active member of the DC Workforce Investment Council (WIC), the District's state and local level workforce development board, that identifies high-demand sectors and helps align workforce system partners to meet employer needs. SNAP E&T focuses on supporting the hiring needs of employers in the eight sectors of the local economy that account for a majority of all annual job openings and offer both entry-level and middle skill occupations that can be filled through 18 career pathways. The eight high-demand industry sectors currently identified by the WIC are:

1. Business Administration
2. Construction
3. Education
4. Healthcare
5. Hospitality, Retail, Tourism, and Entertainment
6. Information Technology
7. Security and Law Enforcement
8. Transportation, Infrastructure, and Utilities

In addition to the WIC, DHS works closely with other workforce system partners and service providers, such as the District's Department of Employment Service (DOES), to help connect District employers with SNAP E&T participants that are well prepared to fill their job openings.

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

- State
- County

Provide the web addresses (URLs) of State E&T policy resources used such as handbooks and State administrative code, if available. Enter a single URL per row.

URL	Resource Type
<a href="#">Link to resource</a>	SNAP E&T Policy Resources

## PROGRAM CHANGES

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

The District plans to implement the following program changes for SNAP E&T in FY2026:

- DHS will continue partnerships with 18 third-party providers. In FY2026, DHS will prioritize collaborations with employer-focused organizations and those that offer access to career pathways and pipelines.
- DHS will continue enhancing the SNAP E&T system launched on August 4, 2022. This web-based platform was developed with support from multiple SNAP E&T Data and Technical Assistance (DATA) grants. It streamlines operations by replacing many monthly provider data reports with direct data entry and real-time updates from SNAP E&T providers. The system also enables DHS SNAP E&T staff to document case management, component activities, and program outcomes through a more user-friendly interface. The platform is integrated with the District of Columbia Access System (DCAS), the official system of record for SNAP and other public benefits eligibility. Planned enhancements for FY2025 include further integration with additional systems, such as the District's Procurement Automated Support System (PASS) for third-party partner invoicing, and Assessforce, a web-based tool used to administer customer assessments.
- In June 2022, DHS transitioned to Assessforce, a web-based tool for conducting customer assessments. This shift allowed the Economic Security Administration (ESA) to phase out the traditional in-person assessment process used by the SNAP E&T program. Assessforce provides a digital platform accessible to staff, customers, and providers, significantly improving the efficiency and accessibility of assessments. The platform plays a critical role in capturing key data—much of which was previously unavailable—needed to evaluate the SNAP E&T program, measure staff productivity, and monitor participant engagement. In FY2026, DHS will continue using Assessforce while implementing system enhancements, including integration with other platforms, system upgrades, and the launch of a new customer self-assessment feature (CAP). This feature will allow customers to complete assessments independently, with 24/7 access.
- In late FY25, DHS piloted a redesigned model for the Vocational Development Specialist (VDS) role within the SNAP Employment & Training (E&T) Program. These changes will be formally implemented in FY26. Under the new model, VDS staff will be co-located at DHS provider sites to deliver more direct and comprehensive support to participants, including case management services, participant reimbursements, and supervised Job Search Training as needed. Key enhancements include:
  - o Universal Assignment: All E&T participants will be assigned both a VDS and a training provider, ensuring consistent support across the program.
  - o Standardized Case Management: VDS staff will help align case management practices across providers, improving consistency and service quality.
  - o Centralized Assessment: All participants will complete the DHS standard assessment via the Assessforce Customer Assessment Portal (CAP), replacing the previous model where providers could administer their own tools.
  - o Expanded Outreach and Engagement: VDS staff will conduct routine touchpoints and maintain a monthly presence at all third-party provider sites to ensure participants are aware of their enrollment in SNAP E&T and actively engaged.
 The redesigned model introduces a tiered service approach, offering varying levels of support— from light-touch case management to more intensive pathways such as supervised job search—tailored to individual participant needs. This structure is intended to improve credential attainment, employment

outcomes, and overall program accessibility. By standardizing assessment processes and expanding the VDS footprint, DHS aims to enhance the accuracy and usability of participant data, enabling more effective matching to training opportunities. The redesign also strengthens accountability for participant reimbursements and elevates expectations for case management delivery.

- DHS will continue collaborating with WIC, DOES, and other partner agencies to align SNAP E&T activities with broader workforce system initiatives, including those supported under the Workforce Innovation and Opportunity Act (WIOA). SNAP E&T staff will remain actively engaged in WIOA working groups and will coordinate participation in jointly supported hiring events with WIC and DOES. SNAP E&T was formally added to the American Job Center (AJC) Memorandum of Understanding (MOU) in FY2021 and continues to maintain a co-located presence at two AJC locations—DOES Headquarters and 899 N. Capitol Street—three days per week. This co-location ensures that eligible SNAP recipients have improved access to services and that SNAP E&T participants can more easily connect with partner programs. As SNAP E&T is a voluntary program, the presence at AJCs serves as a valuable point of outreach and engagement.

- As part of FNS's technical assistance to states via DATA Grants, DHS will continue to partner with the Seattle Jobs Initiative (SJI) in FY2026 on the SNAP E&T Demographic Analysis project. The key goals of this project are to: 1) increase the capacity of the District's SNAP E&T program to assess and advance program effectiveness, 2) improve the program's collection and use of data to make continuous, data-driven improvements through the use of metrics and reports, and 3) establish meaningful policy and operational changes to improve alignment between program services, participants' needs and goals, and the local labor market.

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.

Informed by outcome and participation data from the prior year, the District is making strategic adjustments to the SNAP E&T program in FY2026 to enhance program effectiveness and alignment with participant needs. One key change includes a reduction in the number of third-party provider partnerships. DHS will maintain partnerships with 18 providers in FY2026, focusing on those with strong employer connections and access to career pathways and pipelines. This targeted approach is intended to improve participant outcomes by concentrating resources on high-impact partnerships that align more closely with labor market demands and the goals of SNAP E&T participants.

## 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.

Did the State agency consult the State workforce development board?

- Yes  
 No

Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. Include the names, dates and outcomes of the consultation.

Date	State Workforce Development Board Name	Title(s) of Person Consulted	Outcome of Consultation
10/23/2024	Workforce Investment Council	Associate Director, Performance and Impact	The FY25 American Job Center Partner coverage discussion led to more informed and frequent coverage planning, enhanced coordination between WIC partners and AJC locations, and the regular exchange of performance data and outcomes.
02/07/2025	Workforce Investment Council	Associate Director, Performance and Impact	Attendance at the DCWIC Community of Practice event informed SNAP E&T employment strategies, as employers from the Hire Local DC Hospitality and Construction Sector Partnerships shared valuable insights and resources on job readiness for entry-level roles in both sectors. The

			employer panel was moderated by CityWorksDC.
08/05/2025	Workforce Investment Council	Associate Director, Performance and Impact	WIOA Performance Outcome Collection Discussion - State Plan. Met with the WIC and workforce partners to finalize dashboard goals and measures against the District's Unified State Plan.
08/13/2025	Workforce Investment Council	Associate Director, Performance and Impact	Met with the WIC to discuss ongoing AJC service delivery and co-location outcomes.
08/28/2025	Workforce Investment Council	Associate Director, Performance and Impact	Collaborated with the WIC on the design of the FY26 SNAP E&T program, including joint planning of program activities. This partnership led to the integration of workfare as a new FY26 component for ABAWDs participating in SNAP E&T.
08/28/2025	American Job Center	One Stop Operator	Collaborated with the WIC on the design of the FY26 SNAP E&T program, including joint planning of program activities. This partnership led to the integration of workfare as a new FY26 component for ABAWDs participating in SNAP E&T.

**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.

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.

DHS is involved in several District-wide initiatives, and as detailed in other parts of this Plan, the SNAP E&T program is well connected to the work of other agency and community partners. SNAP E&T is in close alignment with homeless services provided through the DHS Family Services Administration (FSA), providing co-enrollment services to customers engaged in DHS's Rapid Rehousing for Individuals (RRH-I) program, the Peer Case Management Institute (PCMI), and also collaborating with ESA's READY Center to provide E&T services to individuals recently exiting incarceration. In addition to outreach, SNAP E&T is co-located at the Adams Place Day Center, which provides a place for individuals experiencing homelessness to go during the day to take care of basic needs and access supportive services, and Living Life Alternatives, the District's first LGBTQ+ shelter for adults. In addition, SNAP E&T will be co-located at an additional shelter in FY26, 801 East Men's Shelter.

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).

DHS is an active member of the WIC, which serves as a convener for inter-agency collaboration and leads planning efforts for Workforce Innovation and Opportunity Act (WIOA) implementation, in which DHS leadership is actively involved.

DOES administers WIOA Title I and III programs and staffs and supports American Jobs Centers; in addition to their administration of many complementary District-funded programs and services. As detailed in other sections of the Plan, DOES is the largest SNAP E&T third-party provider in terms of funding and participants served, and provides services to SNAP E&T participants through two distinct programs that leverage District funds: Division of State Initiatives Transition Employment Program (DSI TEP) and Marion Barry Summer Youth Employment Program. DHS has partnerships in place with DOES for other programs as well and all SNAP E&T participants have access to WIOA Title 1 services if they are eligible and elect to participate through DOES. As noted above, the District's AJC MOU designates SNAP E&T as an AJC partner program and allows for SNAP E&T staff to be co-located in AJCs. This collaboration helps ensure effective coordination with WIOA Title I service options and services provided through other workforce system partners.

Elements of many eligible SNAP E&T program components offered in the District can be accessed through DOES's WIOA Title I services. However, the District's SNAP E&T program funding helps fill significant gaps in available services under each component that help address the unique barriers many SNAP E&T participants face in a more comprehensive way and ensure a broader range of employment and training options are available to them, including participant reimbursements. In addition to enhanced services, funded programming also helps ensure more SNAP E&T participants can access high-quality services through both our internal staff and third-party grantees that prioritize services to SNAP E&T participants.

Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

- Yes  
 No

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

The District offers a broad range of workforce programs to support residents. In addition to the programs previously mentioned, DHS has strengthened coordination between the SNAP E&T program and the TANF Employment & Education Program (TEP). Both programs operate under a unified management structure within the Economic Security Administration's Division of Customer Workforce Employment and Training (DCWET). This alignment is designed to improve operational efficiency and quality, expand professional development opportunities, and promote the sharing of best practices.

DCWET uses shared goals to define its vision and measure success, with a unified objective of helping customers increase their income and transition off public benefits. To support this, DHS hosts annual joint provider meetings that bring together third-party service providers from both SNAP E&T and TEP to deliver joint technical assistance and share updates on District policies and operations.

Additionally, DHS utilizes a strengths-based assessment tool, Assessforce, to streamline customer

assessments across both programs. This tool enhances the ability of internal staff and providers to tailor services based on individual needs.

While coordination between SNAP E&T and TEP is robust, DHS remains committed to maintaining compliance with federal funding requirements. SNAP E&T funds are not used to serve individuals receiving Title IV-A assistance through TANF. Participants are supported by separate staff, and external providers are reimbursed through distinct funding streams.

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).

DHS is an active member of the WIC and a co-located AJC partner program, which helps ensure significant coordination efforts with all WIOA partner programs. This includes the coordination noted above with DOES, which administers WIOA Title I and III programs and staffs and supports for AJCs; the Office of the State Superintendent of Education (OSSE), which administers adult education programs under WIOA Title II; and the Department of Disability Services, which administers vocational rehabilitation programs under WIOA Title IV. The University of the District of Columbia (UDC) is also a key partner in the District's workforce system, with workforce development courses offered at UDC Community College provided free of charge to District residents. DHS has strong partnerships in place with all these entities, and SNAP E&T participants have access to a broad range of services through each of them.

DHS also has MOUs in place with the Office of Neighbor Safety and Engagement (ONSE), which focuses on violence prevention and improving public safety – including through improved work opportunities, and the Mayor's Office on Returning Citizens Affairs (MORCA), which provides re-entry services to District residents returning from incarceration, to serve as SNAP E&T third-party providers. Both partnerships leverage District funds to help SNAP E&T participants in the target populations access services needed to attain successful employment outcomes.

The District's SNAP E&T program also has significant partnerships with several other DHS programs administered through DHS's Family Services Administration (FSA), which provides protection, intervention, and social services to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency. FSA has a significant focus on assisting individuals experiencing homelessness or housing instability. SNAP E&T partnerships with FSA include:

- SNAP E&T staff are co-located at the Adams Place Day Center and 801 East Men's Shelter to assist individuals experiencing homelessness in accessing services.
- Co-enrollment program with FSA's Rapid Rehousing for Individuals program, which helps individuals quickly exit homelessness and return to permanent housing. DHS plans to continue assisting in co-enrolling Rapid Rehousing participants in the SNAP E&T Program to help meet their employment-related needs in FY2026.

ESA also administers a number of multi-generation support programs for public benefits recipients, including the READY Center (for formerly incarcerated individuals) fatherhood programs that SNAP E&T staff frequently partner with on education and enrollment.

**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
- Yes, but not all ITOs
- No
- There are no ITOs in my State

## 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.

Does the State agency offer an E&T program statewide?

- Yes  
 No

Indicate the type of E&T program the State agency operates.

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

Does the State agency serve the following populations? Select 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?

- Yes  
 No

## 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)).

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

### Estimated Participant Levels

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

Anticipated number of work registrants	46,000
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### State Exemptions

List State exemptions from E&T and the participation, such as individuals to be exempted under each category.

EXEMPTION	TOTAL INDIVIDUALS
All work registrants are exempt; the District operates a voluntary E&T program	46,000

Total estimated number of work registrants exempt from mandatory E&T	46,000
Percent of all work registrants exempt from E&T	100.00%

**ABAWDs**

Anticipated number of ABAWDs in the State	32,000
Anticipated number of ABAWDs in waived areas of the State	0
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	0
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	32,000

**E&T Participants**

Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	1,940
Total anticipated number of E&T participants	1,940
Anticipated number of ABAWDs to be served in E&T	1,850

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

- Annually  
 Bi-annually  
 Other

## 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.

Indicate which division within the SNAP State agency is responsible for the E&T program. (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, explain if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

The SNAP E&T Program is administered through ESA's DCWET through a team of 20 District staff that are completely dedicated to program implementation. SNAP E&T staff functions include program management, analytical and compliance functions, grants management (for third-party providers), and direct provision of case management, job search training and placement, and job retention services.

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

The District eligibility worker (Social Service Representative) assigned to SNAP E&T is physically located in the SNAP E&T program office and reports to DCWET rather than DPO but work closely with other DPO eligibility staff to ensure effective coordination.

DHS administers both SNAP certification and SNAP E&T functions through the Economic Security Administration (ESA), with all responsibilities carried out by state merit staff. SNAP certification is managed by the Division of Program Operations (DPO), which oversees operations at the five ESA Service Centers. District residents can apply for public benefits—including SNAP, TANF, and medical assistance (e.g., Medicaid)—through DPO staff. In addition to in-person services, residents may apply remotely via a mobile app, online portal, or by contacting the DHS call center.

At the point of initial application and recertification for SNAP, applicants meet with a DHS ESA DPO eligibility worker (also known as a Social Services Representative or SSR) to determine their work registration status. If the applicant qualifies for SNAP but does not meet an exemption, they are classified as a work registrant and must register for work. If exempt, they are not required to register. Since the District operates a voluntary SNAP E&T program and currently has a Districtwide ABAWD waiver in place (set to expire in December 2025), participation in SNAP E&T does not affect eligibility for SNAP benefits.

To prepare for the waiver's expiration, the District plans to implement a workfare component to help work registrants meet the work requirement. DPO will monitor ABAWDs participating in SNAP E&T, community service, or self-initiated activities to ensure compliance. Using E&T activity codes, monthly data submissions, and termination notices, DPO will determine whether ABAWDs are meeting work requirements or if benefits should be discontinued.

As part of the voluntary SNAP E&T program, DPO eligibility staff provide all eligible SNAP recipients—both work registrants and non-registrants—with basic information about available E&T services, including participant reimbursements, during certification and recertification. If a customer expresses interest in SNAP E&T, the eligibility worker records this in the District of Columbia Access System (DCAS) by checking a designated box. These individuals are later screened and referred by a dedicated DPO eligibility worker assigned to the SNAP E&T program office. Screening and referral do not occur during the initial certification or recertification appointment.

Once interest is recorded, the SNAP E&T-assigned eligibility worker contacts the individual within three business days. Interested applicants are also provided with the SNAP E&T program’s contact information—including phone number, email, and physical address—and may reach out directly, including via walk-in.

Because the program is open to all eligible SNAP recipients across the District, there are no waitlists or geographic restrictions. SNAP E&T offers a wide range of services through 18 third-party providers. Any eligible individual interested in pursuing career goals or employment advancement may be referred. After interest is confirmed, the assigned eligibility worker conducts additional eligibility and suitability reviews before referring the individual to SNAP E&T Vocational Development staff and a third-party provider.

Describe the State's relationships and communication with intermediaries or E&T providers.

DHS proposes to work with 18 third-party providers operating under inter-agency MOUs or grant agreements that will provide services in a broad range of SNAP E&T components. DHS ESA DCWET SNAP E&T staff work directly with assigned contacts at each provider to coordinate participant engagement in SNAP E&T component activities with providers. Standard reporting processes are in place with all providers to facilitate coordination, all of which is documented in DHS’s SNAP E&T Grantee Manual that is shared with each provider. The program’s web-based system allows providers to communicate on participant coordination and outcomes through direct data entry into the system. Individuals may be referred from providers to DHS ESA DPO staff if additional eligibility assistance is needed. AJC partners and other partner agency programs may also connect potential SNAP E&T participants that are already receiving SNAP benefits to SNAP E&T staff to learn more about the program and complete enrollment steps.

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

New policies, procedures, and other information is shared with providers via monthly provider meetings, e-mail, and updates to the DHS SNAP E&T Grantee Manual. Important changes are covered in provider meetings before implementation to allow for providers to ask questions and provide input on effective implementation when applicable.

DHS and providers communicate about participant referrals and eligibility and suitability determinations through the program’s MIS system, and email for necessary follow-up. The program’s MIS system is used for both referrals from DHS to providers and reverse referrals from providers to DHS. For reverse referrals, providers may identify SNAP recipients that meet SNAP E&T suitability criteria defined by DHS, submit relevant suitability documentation to DHS, and document provider determinations through the program’s MIS. DHS makes a final eligibility determination before a participant may be enrolled in SNAP E&T services. All referrals are required to be processed within three business days. Key contacts are shared between DHS and providers, and additional phone calls and e-mail communications are used as needed to ensure smooth handoffs.

· As of August 15, 2022, providers document details on each participant, including component

participation status, additional details on types of services provided, and participant outcomes directly into the program's MIS system (i.e. database). SNAP E&T staff use the data entered by providers to analyze participant outcomes and trends by generating the SNAP E&T monthly report. The SNAP E&T system serves as the system of record for the program and maintains all participant participation and outcomes data.

- Providers receive frequent e-mail updates from SNAP E&T program management on a variety of topics, including policy updates, compliance requirements, USDA-FNS updates, and hiring events.
- Provider meetings are held monthly to share key program updates and provide technical assistance to all providers. Following the meetings, key follow-up items are shared with all providers via e-mail.

SNAP E&T Grants Management Specialists (GMSs) regularly communicate with each of their assigned providers through phone calls and e-mails. GMSs provide general technical assistance as well as resources to improve programming, and also conduct a full range of program monitoring activities as specified in DHS's SNAP E&T Grantee Manual.

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

The District of Columbia uses a centralized Management Information System (MIS), known as the SNAP E&T System, to facilitate the secure and efficient sharing of participant data among DHS, intermediaries, and SNAP E&T providers. This system serves as the primary platform for case management, referral tracking, component participation, and outcome reporting.

The SNAP E&T System is used by:

- DHS staff to manage participant eligibility, suitability, and program enrollment;
- Third-party providers to document service delivery, track participant progress, and submit reverse referrals;
- Intermediaries and program administrators to monitor performance, generate reports, and ensure compliance with federal and local requirements.

The system supports two-way data sharing:

- Referrals from DHS to providers are entered directly into the SNAP E&T System, allowing providers to access participant information and begin service delivery.
- Reverse referrals from providers to DHS are also submitted through the system, including documentation of suitability assessments. DHS reviews and approves these referrals before participants are officially enrolled in SNAP E&T services.

In addition to the SNAP E&T System, the District of Columbia Access System (DCAS) is used to manage SNAP eligibility, work registration status, and to record participant interest in SNAP E&T services. The SNAP E&T System interfaces directly with DCAS to ensure data consistency across platforms.

For follow-up communication and clarification, email is used as a secondary mode of communication between DHS and providers. Key contacts are maintained and updated regularly to support timely coordination.

The SNAP E&T System is the system of record for all participant-level data related to SNAP E&T and continues to be enhanced to improve functionality, integration, and user experience.

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

The primary Management Information System (MIS) for the SNAP E&T program is the SNAP E&T System, which remains under active development. This system is being enhanced through multiple data grants awarded by FNS to the District in FY2020 and FY2023. Significant progress was made in FY2025, including the implementation of FNS-required reporting capabilities and the development of an interface with the District's DIFS system for invoicing.

The SNAP E&T System is primarily used for case management, tracking component outcomes, and generating program reports. It interfaces directly with the District of Columbia Access System (DCAS), which remains the system of record for SNAP eligibility, work registration, and capturing participant interest in SNAP E&T services.

While several key enhancements have been completed, system development is ongoing. The interface with DIFS is scheduled to be fully operational by September 30, 2025, and additional improvements are planned to further strengthen integration, functionality, and user experience.

Describe the State agency's process for monitoring E&T providers' 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.

DHS uses several methods to monitor each grantee, including reviews of monthly invoices and supporting financial information, data reports, participant narrative reports, regular check-in calls, and quarterly in-person site visits. The frequency of program monitoring is determined using a risk assessment model that is consistent with federal guidance. DHS GMSs may make periodic scheduled and unscheduled visits to project sites throughout the fiscal year. During such visits, the grantee is required to provide such access to its facilities, records, participants and staff as may be necessary for monitoring purposes. Each grant is subject to an audit. At any time or times before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

How frequently does the State agency monitor E&T providers' program and fiscal operations?

- Daily
- Weekly
- Monthly
- Quarterly
- Bi-Annually
- Annually
- Other

Describe how the State agency evaluates the performance of providers 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).

DHS recruits third-party partners through a competitive process that involves the assessment of State and local workforce needs. Once onboarded, DHS uses several methods to monitor each grantee, including

reviews of data reporting and narrative reports, regular check-in calls, and quarterly in-person site visits. In addition, GMSs create logic models for each grantee to track performance on key outputs and outcomes related to their grants on a quarterly basis. Goals for each grantee vary based on their program model and target populations and are informed by the goals set in each provider's competitively selected grant application. Performance on SNAP E&T national performance measures and state performance measures are reviewed as part of this process, and both participant and program performance are factored into option year renewals for providers. GMSs review performance with providers frequently and SNAP E&T management joins calls and site visits for grantees that are performing below expectations as needed.

How frequently does the State agency evaluate the performance of providers in achieving the purpose of E&T?

- Daily
- Weekly
- Monthly
- Quarterly
- Bi-Annually
- Annually
- Other

## SCREENING FOR WORK REGISTRATION

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

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

At the point of initial application and recertification for SNAP benefits, a SNAP applicant meets with a DHS ESA DPO District eligibility worker (also known by the title “Social Services Representative” or SSR) – the DHS state merit staff eligibility worker – to determine the customer’s work registration status. If an individual qualifies for SNAP benefits but does not qualify for a work exemption, the individual is considered a work registrant, meaning that the customer must register for work. However, if the customer qualifies for an exemption, the customer is not required to register for work. Since the District’s SNAP E&T program is voluntary and a District-wide ABAWD waiver is currently in place, an individual’s SNAP E&T participation status has no bearing on their receipt of SNAP benefits.

How does the State agency work register non-exempt individuals?

At the point of initial application and recertification for SNAP benefits, a SNAP applicant meets with a DHS ESA DPO District eligibility worker (also known by the title “Social Services Representative” or SSR) – the DHS state merit staff eligibility worker – to determine the customer’s work registration status. If an individual qualifies for SNAP benefits but does not qualify for a work exemption, the individual is considered a work registrant, meaning that the customer must register for work. To record an individual’s status, DPO eligibility staff can check a box in the DCAS system that denotes that an individual is a work registrant.

At what point in the certification process does the State agency provide the written explanation of the applicable work requirements? Select all that apply.

- Point of Intake
- Point of Certification
- Reported change in the work registrant status of household members
- Point of Recertification
- State does not provide written explanation

At what point in the certification process does the State agency provide the oral explanation of the applicable work requirements? Select all that apply.

- Point of Intake
- Point of Certification
- Reported change in the work registrant status of household members
- Point of Recertification
- State does not provide oral explanation

## 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.

DPO staff provide all individuals with the written explanation and oral notification of the applicable work requirements, as well as basic information on the SNAP E&T program, including participant reimbursements, during the initial certification process and at the time of recertification. To record an individual's interest, DPO eligibility staff can check a box in the DCAS system that denotes interest in the voluntary SNAP E&T program, and the District eligibility worker assigned to the SNAP E&T program then contacts the individual within three (3) business days to gauge the potential participant's suitability for E&T, provide information on the various forms of participant reimbursements available to potential participants, and conduct additional eligibility and suitability reviews as needed based on the individual's needs before referring the individual to SNAP E&T staff if appropriate.

The District eligibility worker (Social Service Representative) assigned to SNAP E&T is physically located in the SNAP E&T program office and reports to DCWET rather than DPO but work closely with other DPO eligibility staff to ensure effective coordination. Individuals who are referred to or otherwise contact the DHS SNAP E&T program to express interest in the program are screened by the District eligibility worker. The District eligibility worker is primarily responsible for SNAP E&T eligibility and suitability review and enrollment and performs the following tasks to determine participant eligibility.

- Screen and refer participants to E&T for both direct referrals and reverse referrals.
- Review information provided by SNAP E&T staff and providers against DCAS eligibility information and program suitability requirements for over 2,000 participants per year.
- Work with SNAP E&T staff and providers to resolve issues arising from eligibility and suitability reviews.
- Finalize enrollment of SNAP E&T participants and share information with relevant SNAP E&T staff and providers.
- Monitor benefits changes for SNAP E&T participants using reports from the SNAP E&T system and work with SNAP E&T staff and providers on program exits when benefit changes result in loss of eligibility for SNAP E&T services.

The District eligibility worker determines an individual's suitability for the SNAP E&T program by ensuring that individuals interested in the program are either unemployed or seeking to improve employment, are at least 16 years of age and out of school and are interested in and willing to participate in gaining employment and training skills that align with one or more of SNAP E&T's eligible components.

Reverse referrals to SNAP E&T must include a description of the services, the proposed SNAP E&T component(s) and an explanation for why the individual meets the criteria for that component or components. Screening for referral to E&T is now processed through the SNAP E&T database system.

What information does the State provide to a SNAP recipient to explain SNAP E&T participation criteria?

Information sharing on the SNAP E&T program does not result in SNAP E&T program enrollment, which occurs after an eligible SNAP E&T participant confirms their interest in participating in the program and trained DHS ESA DCWET eligibility workers assess the participant for program eligibility and suitability. Referrals to specific SNAP E&T services are communicated to participants by phone, email or in person. When a participant is referred to a third-party provider, they are provided with their contact information, website and an explanation of the type of services they offer and informed that the provider will make multiple attempts to connect with them. They are also notified that if third-party provider services do not meet their needs, they may always contact SNAP E&T program staff to receive additional assistance through DHS or other providers. Information on participant reimbursements is shared with all referred individuals prior to enrollment regardless of program entry point and highlighted in promotional materials for SNAP E&T.

How does the State document that the information has been provided?

At the time of SNAP certification and recertification, DHS eligibility staff provide all eligible SNAP recipients with basic information about the SNAP Employment & Training (SNAP E&T) program. This includes an overview of available services, participation criteria, and the voluntary nature of the program in the District. Staff also explain the types of supports available through SNAP E&T, such as skills training, job search assistance, and participant reimbursements.

If a recipient expresses interest in participating, this interest is recorded in the District of Columbia Access System (DCAS)—the District’s eligibility system of record—by checking a designated field that denotes the individual was informed about SNAP E&T and referred to the program. This notation ensures that the individual’s interest is documented and that follow-up can occur.

Following this, a dedicated DHS eligibility worker assigned to the SNAP E&T program contacts the individual within three business days to conduct further screening and determine suitability for enrollment.

What is the State's model for screening and referral to SNAP E&T? Select all that apply.

- Reverse Referral
- Direct Referral

When does screening for referral to E&T occur? Select all that apply.

- Initial Certification
- Recertification
- Reported change in the work registrant status of households
- Other

Describe the process for screening for direct referral to E&T, including the staff involved.

For direct referrals to SNAP E&T, the screening process is initiated after a SNAP recipient expresses interest in participating during their certification or recertification appointment. At that time, DHS ESA Division of Program Operations (DPO) eligibility staff—also known as Social Services Representatives (SSRs)—provide basic information about the SNAP E&T program, including available services and participant supports.

If the individual expresses interest, the eligibility worker records this in the District of Columbia Access System (DCAS) by checking a designated field that denotes interest in SNAP E&T. This action triggers a follow-up by a dedicated DHS eligibility worker assigned to the SNAP E&T program office within ESA’s Division of Customer Workforce Employment and Training (DCWET).

This assigned eligibility worker conducts the screening within three business days of the referral. The screening includes verifying the individual’s SNAP eligibility and assessing their suitability for SNAP E&T services based on DHS-defined criteria. Only after this screening is completed and suitability is confirmed can the individual be referred to a Vocational Development Specialist and enrolled in a SNAP E&T component.

When does the screening for a reverse referral request occur?

Screening for a reverse referral request occurs within three business days of the referral being submitted through the SNAP E&T System. During this period, DHS ESA DCWET eligibility staff verify the individual’s SNAP eligibility and assess their suitability for participation in SNAP E&T services.

A participant cannot be enrolled into a SNAP E&T component until this screening process is completed and suitability is confirmed. This ensures that all individuals referred through reverse referral meet the program’s eligibility and suitability criteria prior to beginning services.

Describe the process for screening during the reverse referral request process, including the staff involved.

DHS ESA DCWET eligibility staff work closely with designated contacts at each SNAP E&T provider to coordinate participant enrollment into program activities, including through reverse referrals initiated by providers. For all reverse referrals, eligibility workers are responsible for verifying both the SNAP eligibility and E&T suitability of the referred individuals before they can be officially enrolled in SNAP E&T services.

Once suitability is confirmed, each participant is assigned a DHS Vocational Development Specialist, who conducts a program orientation. During this orientation, participants are informed of their enrollment in SNAP E&T and their rights to receive participant reimbursements.

Standardized coordination processes are in place with all providers and are outlined in the DHS SNAP E&T Grantee Manual, which is shared with each provider. All reverse referrals are submitted and processed directly through the SNAP E&T System, ensuring consistent documentation and communication across partners.

Are participants informed about participant reimbursements before the individual is referred to E&T by eligibility staff?

Yes

No

How are participants informed about participant reimbursements?

Participants are informed about participant reimbursements at multiple points in the screening process including at the time of certification and recertification by DPO, and during the SNAP E&T program’s suitability screening, customer orientation and assessment. SNAP E&T program information that is

provided by DHS ESA DPO eligibility staff, DHS ESA DCWET SNAP E&T staff, SNAP E&T third-party partners, and that is also publicly available online includes information on participant reimbursements. At the start of component activities, participants are educated on participant reimbursements available to them through the program. Through ongoing case management, information on participant reimbursements continues to be provided, including at additional milestones where new types of participant reimbursements may be available such as the start of employment and job retention. As mentioned previously, the District operates a voluntary SNAP E&T program. All participants are eligible to receive participant reimbursements.

## REFERRAL TO E&T

In accordance with 7 CFR 273.7(c)(2), in order to participate in SNAP E&T, the State agency must make the referral. The referral method may vary from participant to participant.

What information does the State provide to E&T participants when they are referred? Select all that apply.

- Information about accessing E&T services
- Case Management
- Dates
- Contact information
- Other

How is the referral communicated? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- Emails
- Text Messages
- Other

If the State receives a reverse referral request from an E&T provider, what steps does the State take?

As outlined above and detailed in other sections of this Plan, DHS proposes to partner with 18 third-party providers in FY2026 through inter-agency Memoranda of Understanding (MOUs) or grant agreements. These providers will deliver services across a broad range of SNAP E&T components.

DHS ESA DCWET eligibility staff coordinate closely with designated contacts at each provider to manage participant enrollment into SNAP E&T activities, including through reverse referrals initiated by providers. For all reverse referrals, eligibility staff are responsible for verifying both SNAP eligibility and E&T suitability before a provider may enroll an individual in SNAP E&T services.

To ensure consistency and effective coordination, DHS has established standardized processes with all providers. These procedures are documented in the DHS SNAP E&T Grantee Manual, which is shared with each provider and serves as a key resource for program operations and compliance.

How does the State communicate to the SNAP participant that they are in SNAP E&T? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- Emails
- Text Messages
- Other

How does the State communicate to the SNAP participant about their rights to receive participant reimbursements? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- Emails
- Text Messages
- Other

How is information about the referral communicated to E&T providers, as applicable?

DHS ESA DCWET eligibility worker staff work directly with assigned contacts at each provider to coordinate enrollment in SNAP E&T program activities on a regular basis, including through third-party referrals from providers. Eligibility workers verify the eligibility and suitability of all individuals connected through reverse referral before a provider can enroll them in SNAP E&T services. Standard processes are in place with all providers to facilitate coordination, all of which are documented in DHS's SNAP E&T Grantee Manual that is shared with each provider. All referrals are processed directly through the SNAP E&T system. In addition, SNAP E&T providers receive system-generated emails and notifications when referrals are received and when reversed referrals are approved.

How is information about the referral communicated within the State agency?

DHS ESA DCWET eligibility staff work closely with designated contacts at each SNAP E&T provider to coordinate participant enrollment into program activities, including through reverse referrals submitted by providers. Eligibility workers verify both SNAP eligibility and E&T suitability for all individuals referred through this process before enrollment can occur.

All referrals—both direct and reverse—are processed through the SNAP E&T System, which serves as the central platform for managing referrals and communication. In addition to email correspondence, this system is also used internally within the state agency to communicate referral information between DHS staff and across program units, ensuring consistency and accountability.

Providers receive system-generated email notifications when new referrals are received and when reverse referrals are approved, supporting timely follow-up and coordination. Standardized procedures for these processes are documented in the DHS SNAP E&T Grantee Manual, which is shared with all providers.

After referral, what additional steps does the E&T participant take to access the program? Select all that apply.

- Assessment
- Orientation
- Meet with case manager
- Other

Is orientation mandatory?

- Yes
- No

Who runs the orientation? Select all that apply.

- State Agency
- Intermediary
- E&T Provider
- County or Local Office

How is the orientation conducted? Select all that apply.

- In Person
- Virtually
- Online
- Self-Paced
- Other

What happens during the orientation?

During SNAP E&T orientation, participants receive an overview of the SNAP E&T program and the services available to support their employment and training goals. A SNAP E&T orientation typically covers the following topics:

1. Program Overview:

Participants are introduced to the purpose and structure of the SNAP E&T program, including its voluntary nature in the District and how it supports career advancement.

2. Available Services:

The orientation outlines the range of services offered through SNAP E&T, such as case management, career coaching, supervised job search training, vocational development, and wrap-around supports.

3. Participant Reimbursements:

Participants are informed of their right to receive reimbursements for allowable expenses, such as transportation, training materials, and other costs necessary to participate in E&T activities. The process for requesting and receiving reimbursements is also explained.

4. Roles and Expectations:

The responsibilities of both the participant and the program are reviewed, including attendance expectations, communication with providers, and engagement in assigned components.

5. Next Steps:

After orientation, participants are referred to a SNAP E&T provider (unless a reverse referral) based on their interests, goals, and suitability. The provider will then work with the participant to develop an individualized plan and begin service delivery.

6. Q&A and Support:

Participants have the opportunity to ask questions and receive clarification on any aspect of the program. Contact information for ongoing support is also provided.

## ASSESSMENT

Does the State require or provide an assessment?

- Yes  
 No

Who conducts the assessment? Select all that apply.

- State Agency  
 E&T Provider  
 Self-Assessment  
 Intermediary  
 Local Office  
 Other

When are participants assessed?

All participants referred to the SNAP E&T program are assessed at the point of program entry, prior to beginning any component activities. The assessment process is designed to ensure that participants receive targeted services aligned with their individual goals, needs, and circumstances. This requirement applies to both direct referrals (screened and assessed by DHS staff) and reverse referrals (initiated by third-party providers). All E&T providers are required to use the DHS assessment to ensure consistency and alignment across the program. In addition to using the DHS Assessment Tool, providers conduct ongoing assessments to evaluate participants' continued suitability.

Describe the assessment. List the tools used in the assessment.

DHS staff use Assessforce, a web-based assessment tool that interfaces with the District of Columbia Access System (DCAS). It collects detailed information on participants' employment goals, training interests, education and work history, barriers to employment, and support service needs. Action steps—similar to an Individual Employment Plan—are developed and shared with participants to guide their engagement in the program. All E&T providers are required to use the DHS assessment to ensure a standardized approach to evaluating participant needs and developing service plans across the program. In addition to using the DHS Assessment Tool, providers conduct ongoing assessments to evaluate participants' continued suitability.

Does the assessment result in the completion of an individual employment plan?

- Yes  
 No

How are assessment results shared with State agency staff? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- MIS System
- Email
- Other
- Assessment is not shared with State agency staff

How are assessment results shared with E&T providers? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- MIS System
- Email
- Other
- Assessment is not shared with E&T providers

How are assessment results shared with E&T participants? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- Email
- Other
- Assessment is not shared with E&T participants

Are participants reassessed?

- Yes
- No

When are participants reassessed?

Participants meet with a dedicated Vocational Development Specialist (VDS) once a month to review their progress and determine whether reassessment is necessary. Additionally, the VDS supports participants in developing and following an Individual Development Plan tailored to their unique career goals and needs.

E&T providers conduct ongoing assessments to evaluate participants' continued suitability as needed.

How are participants reassessed?

Participants are reassessed using the DHS assessment tool, Assessforce, to evaluate progress and update goals as needed.

## CONCILIATION PROCESS

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

No

## 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 be offered to the participant? Select all that apply.

- Comprehensive Intake Assessments
- Individualized Service Plans
- Progress Monitoring
- Coordination with Service Providers
- Reassessment
- Other

Who delivers the case management services in your State? Select all that apply.

- SNAP State agency
- Local Office(s)
- Intermediary
- E&T Providers

How are case management services delivered in your State? Select all that apply.

- Group Meeting (virtual)
- Group Meeting (in person)
- Individual (virtual)
- Individual (in person)
- Phone
- Text
- Email
- Other

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.

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	DPO staff (SNAP eligibility staff) provide basic information on the SNAP E&T program to all eligible SNAP recipients (including both Work Registrants and non-Work Registrants) during both the certification and recertification processes. To record an individual's interest, DPO eligibility staff can check a box in the DCAS system that denotes interest in the voluntary SNAP E&T program, and the District eligibility worker

	<p>assigned to the SNAP E&amp;T program then contacts the individual within three (3) business days. Interested SNAP applicants are also provided with the phone number, e-mail address, and physical address of the SNAP E&amp;T program offices and may immediately reach out to seek services, including via walk-in. In addition to recording SNAP recipients' interest in SNAP E&amp;T services in DCAS, DPO staff connect applicants and ongoing SNAP recipients interested in volunteering to participate in E&amp;T to SNAP E&amp;T program staff. After an individual expresses interest in the SNAP E&amp;T program, a District eligibility worker conducts additional eligibility and suitability reviews before referring the individual to SNAP E&amp;T staff for assessment and case management if appropriate.</p>
<p>How do E&amp;T case managers coordinate with: State E&amp;T staff</p>	<p>Staff providing case management services at both DHS and providers refer participants to other E&amp;T providers as needed – and most likely through a co-enrollment model – or when a participant requests additional services not provided through SNAP E&amp;T as part of their E&amp;T plan. In addition, SNAP E&amp;T VDSs collaborate with partner agencies and other community resources to provide outreach to participants through various means including community events, co-enrollment initiatives, and inter-agency outreach. During FY2025, VDSs were instrumental in providing outreach, case management, and other SNAP E&amp;T services to participants in DHS's Peer Case Management Program and the DC READY Center.</p>
<p>How do E&amp;T case managers coordinate with: Other E&amp;T providers</p>	<p>Staff providing case management services at both DHS and providers refer participants to other E&amp;T providers as needed – and most likely through a co-enrollment model – or when a participant requests additional services not provided through SNAP E&amp;T as part of their E&amp;T plan. In addition, SNAP E&amp;T VDSs collaborate with partner agencies and other community resources to provide outreach to participants through various means including community events, co-enrollment initiatives, and inter-agency outreach. During FY2025, VDSs were instrumental in providing outreach, case management, and other SNAP E&amp;T services to participants in DHS's Peer Case Management Program and the DC READY Center.</p>
<p>How do E&amp;T case managers coordinate with: Community resources</p>	<p>Staff providing case management services at both DHS and providers refer participants to community resources that are available in the broader community as needed, or when a participant requests additional services as part of their E&amp;T plan. In addition, DHS staff collaborate with multiple community resources to offer outreach and, in some cases, full E&amp;T services in satellite locations. For instance, a dedicated SNAP E&amp;T VDS co-locates at the Adams Place Day Shelter weekly on Mondays and Wednesdays and 801 Men's Shelter on Tuesdays to provide SNAP E&amp;T services to participants experiencing homelessness. In addition, three (3) dedicated VDSs co-locate at two American Job Centers (Headquarters and 899 N. Capitol St NE) three (3) days a week, on Mondays, Tuesdays, and Thursdays to provide case management and E&amp;T services to SNAP participants referred by AJC partners. As mentioned above, SNAP E&amp;T VDSs collaborate with partner agencies and other community resources to provide outreach to participants through various means including community events, co-enrollment, and inter-agency outreach initiatives.</p>

How does the State agency ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii)?

Both internal DHS staff and third-party partner staff provide targeted case management services once per month (or every 30 days). This structure allows SNAP E&T participants to receive services starting right at their point of entry to the program and through the continuity of an ongoing relationship with their assigned case managers in most cases. Since staff providing case management are typically co-located where component activities are provided, participants can efficiently receive the services they need without additional burdens and steps to receiving case management services. The addition of hybrid case management services as an option for customers who prefer remote services has provided more opportunities for efficiency, with case management services now offered both in-person and remotely based on participant needs and preferences.

How do your offered case management services support the participant in the E&T program and provide activities and resources that help the participant achieve program goals?

The District's case management services are designed to support participants in achieving their employment and training goals. These services are delivered primarily by DHS Vocational Development Specialists (VDSs), who serve as the front-line staff responsible for guiding participants through the program. Some of the key ways case management support participants include individualized assessments, targeted career plans, ongoing career coaching and navigation, barrier remediation, and customer collaboration. Through this comprehensive, participant-centered approach, case management in the District's SNAP E&T program plays a critical role in helping individuals progress toward their long-term career goals.

How does the SNAP State agency ensure the case management services offered do not act as an impediment to successful participation in E&T?

The District ensures that services are participant-centered, flexible, and responsive to individual needs. The District operates a voluntary SNAP E&T program, which means participants choose to engage based on their interest and readiness. This foundational approach ensures that individuals are not compelled into services that may not align with their current circumstances. The following are specific examples of ways that the District ensures that case management is not an impediment to the success of E&T participants.

1. Streamlined Assessments:

DHS uses Assessforce, a web-based assessment tool designed to be efficient and user-friendly. It incorporates skip logic and streamlined questions to reduce the time burden on participants while still capturing essential information to guide service planning.

2. Tailored Support:

Case management is individualized. Vocational Development Specialists (VDSs) work with participants to develop action steps that reflect their goals, strengths, and barriers. These steps are not mandatory requirements but serve as supportive guidance, similar to an Individual Employment Plan.

3. Flexible Access and Communication:

Participants can engage with case management services in person, by phone, or via email. DHS also plans to implement a self-assessment option in Assessforce, allowing participants to complete assessments at their own pace and on their own schedule, increasing accessibility.

4. Supportive Services:

Participants are informed of their right to receive reimbursements for allowable expenses, such as transportation and training materials, which helps reduce financial barriers to participation.

5. Ongoing Monitoring and Feedback:

DHS monitors provider performance and participant outcomes through the SNAP E&T System and regular communication with providers. This allows for continuous improvement and ensures that case management practices remain supportive and effective.

By prioritizing participant choice, reducing administrative burden, and offering flexible, supportive services, the District ensures that case management enhances—rather than impedes—successful participation in SNAP E&T.

## 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.

How does the State agency reach out to the SNAP participant to determine good cause? Select all that apply.

- Phone Call
- Email
- Text Message
- Physical Form

How does the State agency reach out to the employers to determine good cause? Select all that apply.

- Phone Call
- Email
- Text Message
- Physical Form

How does the State agency reach out to E&T providers to determine good cause? Select all that apply.

- Phone Call
- Email
- Text Message
- Physical Form
- MIS System

How many attempts are made to reach out to the SNAP participant for additional information?

- One
- Two
- Three
- More than three

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

Good cause reasons for voluntarily quitting a job or reducing hours include circumstances beyond the individual's control such as, but not limited to, the following:

- discrimination by an employer based on age, race, gender, color, handicap, religious beliefs, national origin, or political beliefs;
- unreasonable work demands or conditions;

- acceptance by the head of the group of new employment;
- enrollment by the head of the group of at least half-time in any recognized school, training program, or institution of higher education that requires the head of the group to leave employment;
- acceptance of employment by any other group member or enrollment at least half-time in any recognized school, training program, or institution of higher education in another jurisdiction which requires the group to move and thereby requires the head of the group to leave employment;
- resignations by persons under the age of 60 who are recognized by the employer as retired
- wage offered is less than the highest of applicable federal minimum wage, District minimum wage, or 80 percent of the federal minimum wage if neither the federal nor District wage is applicable;
- acceptance of a bona fide offer of employment of more than 20 hours per week, or in which the weekly earnings are equivalent to or greater than the federal minimum wage multiplied by 20 hours, which either does not materialize or results in employment of less than 20 hours a week or weekly earnings of less than the federal minimum wage multiplied by 20 hours;
- leaving a job with patterns of employment in which workers are frequently moving such as migrant farm labor or construction work;
- individual had to quit a job because s/he experienced one of the good cause situations related to failing to participate in work activities such as illness, incapacity, inability to secure child care, or s/he met one of the exemption criteria; and
- job no longer meets the definition of 'suitable' (see Suitable Employment).

Suitable Employment: Unsuitable employment can be refused (or quit) without penalty. Employment is considered unsuitable if it meets any one of the following criteria:

- the wage offered is less than the highest of:
  - o the applicable federal minimum wage,
  - o the applicable District minimum wage, or
  - o 80 percent of the federal minimum wage if neither the federal nor the District minimum wage is applicable;
- employment is offered on a piece-rate basis and the average hourly wage the employee can reasonably expect to earn is less than the applicable hourly minimum wage;
- the household member is required to join, resign from, or refrain from joining any legitimate labor organization in order to be hired or to continue working;
- the work offered is at a site subject to a strike or lockout at the time of the offer unless the strike has been enjoined under Section 208 of the Labor-Management Relations Act (Taft-Hartley) or unless an injunction has been issued under Section 10 of the Railway Labor Act;
- there is a reasonable risk to health and safety;
- the member is physically or mentally unfit to perform the employment as documented by medical evidence or by reliable information from other sources;
- the employment offered within the first 30 days of SNAP E&T work program participation is not in the group member's field of experience; or
- the distance from the group member's home to the place of employment is unreasonable based on the expected wage and the time and cost of commuting;

Daily commuting time must not exceed two hours per day, not including the transportation of a child to and from the childcare facility. Employment also will not be considered suitable if the distance to the place of employment prohibits walking to the job site and both public and private transportation are unavailable for getting to the job site.

- the working hours or nature of the employment interferes with the member's religious observance, convictions, or beliefs; and accepting work may result in domestic violence

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

Not applicable. The District does not operate a mandatory SNAP E&T program. Therefore, the good cause provisions at 7 CFR § 273.7(i)(4) do not apply.

## PROVIDER DETERMINATIONS

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

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

The District's SNAP E&T program currently partners with 18 third-party partners to offer E&T services, work with providers, and host regular monthly provider meetings and trainings to better understand the skills and qualifications needed for E&T participants to be successful in their programs. DHS informs providers of their authority and responsibility to determine participant suitability during provider onboarding; this information is also documented in DHS's SNAP E&T Grantee Manual that is shared with each provider.

All SNAP E&T providers are required to assess an individual's suitability prior to enrolling them into their program for E&T services and monitor component suitability on an ongoing basis thereafter. In the case of reverse referrals, providers must forward suitability justification for each prospective participant to the District eligibility worker for approval prior to making a determination. SNAP E&T providers are required to enter enrollment information into the SNAP E&T system detailing their program operations including provider determinations, the enrollment of new SNAP E&T participants, details on participant involvement in ongoing services and E&T activities, participant case management and assessment status, and component outcomes. Should a SNAP E&T provider determine that an E&T participant is not a good fit for a particular E&T component, they are encouraged to reassess the participant and enroll them in a more suitable component if appropriate, or refer the participant to the State agency within 10 days for reassessment and reassignment to another provider and/or component that is a better fit. Providers must convey the reason for the determination and appropriate next steps in writing to the state agency, and also document the participant's case notes in the SNAP E&T system.

Participants are notified by both the provider and the SNAP E&T program eligibility worker either verbally or in writing within 10 days of a provider determination. The following information is conveyed to the participant following determination:

- Explanation of provider determination, if applicable;
- Next steps the SNAP E&T program will take as a result of the determination;
- Contact information for the SNAP E&T program.

Since the District operates a voluntary program, any SNAP recipient that wishes to participate in the program is allowed to participate. However, in the case of a provider determination, the SNAP E&T program elects to employ one of the following options:

- Re-assess the participant's suitability for the program (including physical and mental fitness);
- Refer the individual to an appropriate SNAP E&T program component;
- Refer the individual to an appropriate workforce partnership in that case that the District's SNAP E&T program is no longer a good fit for the participant;
- Coordinate with other workforce or assistance programs to identify alternative work opportunities or assistance for the participant.

Describe how the State agency notifies clients of a provider determination.

DHS communicates with customers in various ways including telephone, email, virtual appointments, and in-person to notify customers of provider determination within 3 business days of a decision being made. For customers working directly with providers, SNAP E&T providers are responsible for notifying customers of a determination within three (3) business days of a decision.

What is the timeframe for contacting clients after receiving a provider determination?

- 1-3 Days
- 4-7 Days
- 8-10 Days

## 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(2), (3), and (4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

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

- 30 Days  
 60 Days

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), 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:

- 6 months or until the individual complies, as determined by the State agency  
 A date determined by the State agency  
 Permanently

The State agency will disqualify the:

- Individual  
 The entire household if the head of household is an ineligible individual

## 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.

Estimated number of E&T participants to receive participant reimbursements	860
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	50
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	810
Percentage of participants expected to receive reimbursements	44.33%
Estimated budget for E&T participant reimbursements in upcoming FY	\$1,624,499.50
Estimated budget per participant in fiscal year	\$1,888.95
Estimated number of E&T participants to receive participant reimbursements per month	70
Estimated budget of participant reimbursements per E&T participant per month	\$1,933.93

## 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. If the participant reimbursement is provided by multiple entities (such as State agencies and E&T providers) or has multiple methods of payment, a separate entry in the table must be completed.

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Books and Testing fees for training or licensure	No Cap, but cost must be reasonable based on fair market value	SNAP E&T Provider	Direct payment to vendor(s)	Advance/Actual Amount
Business Attire and Uniforms	No Cap, but cost must be reasonable based on fair market value	SNAP E&T Provider	Direct payment to vendor(s)	Advance/Actual Amount
Child Care	No Cap, but cost must be reasonable based on fair market value	SNAP State Agency	Direct payment to vendor(s)	Advance/Actual Amount
Licensing and Bonding fee for work experience programs	No Cap, but cost must be reasonable based on fair market value	SNAP E&T Provider	Direct payment to vendor(s)	Advance/Actual Amount

Transportation	No Cap, but cost must be reasonable based on fair market value	SNAP E&T Provider	Direct payment to vendor(s)	Advance/Actual Amount
Work tools and supplies	No Cap, but cost must be reasonable based on fair market value	SNAP E&T Provider	Direct payment to vendor(s)	Advance/Actual Amount

Is dependent care provided? Select yes even if E&T funds are not being used.

- Yes
- No

Provide a URL link or describe in a written response: the payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) based on local market rate surveys.

DHS determines eligibility for dependent care services under the Child Care and Development Block Grant and the Child Care Subsidy Act of the District of Columbia, and funds child subsidy payments to licensed care facilities. The types of care provided include part-time care, full-time care, before/after school care and extended childcare in either a family/group home or childcare development center. Payment rates are set in the DC Child Care and Development Fund (CCDF) plan and range from \$28 - \$70.02 per day based on the setting and child’s age. SNAP E&T participants who need childcare in order to participate in an E&T program component are referred to the Child Care Services Division, within ESA/DCWET to determine eligibility and to be referred to providers that meet their needs.

How is childcare paid for?

- Direct payment to provider
- Reimbursement to participants
- Provider voucher
- Contract for dependent care
- Other

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?

Both SNAP E&T and the Child Care Services Division are within the ESA DCWET therefore have a close working relationship that is aligned to the needs of E&T participants. DHS ESA DCWET leadership prioritize employment and training and recognize the critical role that participant reimbursements, such as access to childcare services, play in supporting E&T outcomes. In the case that dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, SNAP E&T will confer with the Child Care Services Division to find the most appropriate solution to ensure E&T participants with dependent care needs receive dependent care.

How does the State agency ensure that the participant has the necessary participant reimbursements to begin participation in the E&T program?

The District prioritizes the well-being of all participants and is committed to ensuring that they have the necessary support to successfully engage in the Employment and Training (E&T) program. To that end, the State agency ensures that all participant reimbursements—such as transportation, dependent care, and other allowable costs—are provided in a timely manner. This proactive approach guarantees that participants are not hindered by financial barriers and can begin and continue their participation in the E&T program without delay.

## WORK REGISTRANT DATA

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet a federal 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 (FNS-583).

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).

During the application/recertification intake and interview process, case workers enter information to determine whether a SNAP participant is a work registrant or is exempted from work registration as part of the SNAP eligibility assessment process, and the results of this assessment are available for SNAP E&T staff review in the DCAS system. During the SNAP eligibility determination process, at every application and recertification, each household member is tested against the work exemption rules configured in DCAS (noted below) based on their demographic information and all other evidence documented in the system. If an individual meets any of the exemption criteria, the system identifies the individual as work exempted and the user-interface will display the individual's status as 'Not Work Eligible' along with the applicable reason for exemption. If an individual does not meet any of the exemption criteria, the system indicates the individual to be work eligible. For those individuals that do not meet the exemption criteria, DCAS automatically generates a work registration designation, which requires an eligibility worker to confirm after communicating with the respective individual regarding the general work requirements.

Current exemption rules:

- Under age 16 or above 60;
- Physically or mentally challenged, disabled or incapacitated;
- Subject to and complying with work requirements for other programs (TANF or unemployment compensation);
- A caretaker for a dependent under age six (6) or an incapacitated individual;
- Participating regularly in an alcohol or drug treatment program;
- Employed 30 hours per week (or earning wages at least equal to the Federal minimum wage multiplied by 30 hours); or
- A student enrolled at least half time.

DHS can track and count new work registrants through the DCAS system as noted above, including real time data on determinations that allow for an accurate point in time count of work registrants. DHS can provide the report of the number of work registrants to FNS as required in quarterly and annual reports. Each participant has a unique identification number in DCAS, which DHS uses in reporting to ensure there is no duplication in the number of work registrants.

Provide information about how work registrant data is pulled from the eligibility system, including the date the data is pulled.

During the SNAP application or recertification intake and interview, case workers enter information into DCAS to assess each household member's eligibility and work registration status. This includes demographic data and other evidence relevant to exemption criteria. DCAS automatically evaluates each individual against configured exemption rules, such as age, disability, caretaker status, student status, employment, and participation in other programs. If an individual meets any exemption, DCAS marks them as "Not Work Eligible" and displays the exemption reason. If an individual does not meet any

exemption, DCAS designates them as “Work Eligible” and generates a work registration designation. For individuals flagged as work registrants, the eligibility worker must confirm the designation after discussing general work requirements with the participant. Once confirmed, the work registration status is stored in DCAS and is immediately available for SNAP E&T staff to review. This allows DHS to access real-time data on work registrants.

The FNS-583 report is manually run between 30-45 after the quarter ends by IT support. The data is generated in a SQL environment and the metrics are manually updated on the official FNS-583 form. The data are reviewed by Program Management and agency leadership before submission to USDA.

How are work registrants identified in the eligibility system?

Work registrants are identified in DCAS through a systematic, rules-based process that occurs during the SNAP application and recertification process. This process includes both automated system logic and manual confirmation by eligibility workers.

#### 1. Data Entry by Case Workers

During intake and interviews, case workers enter detailed information about each household member, including:

- Age
- Disability status
- Employment status
- Caretaking responsibilities
- Student status
- Participation in other programs (e.g., TANF, Unemployment Insurance)
- Participation in treatment programs

This information is used to assess whether the individual meets any of the federal work registration exemption criteria.

#### 2. Automated Exemption Testing in DCAS

DCAS uses the entered data to automatically evaluate each individual against the configured exemption rules, which include:

- Under age 16 or over age 60
- Disabled, incapacitated, or mentally/physically challenged
- Complying with work requirements for TANF or unemployment compensation
- Caretaker for a child under 6 or an incapacitated person
- Regularly participating in a drug or alcohol treatment program
- Working 30+ hours per week or earning equivalent wages
- Enrolled at least half-time as a student

#### 3. System-Generated Work Registration Status

- If any exemption criteria are met, DCAS marks the individual as “Not Work Eligible” and displays the exemption reason in the user interface.
- If no exemption criteria are met, DCAS automatically designates the individual as “Work Eligible” and generates a work registration designation.

#### 4. Manual Confirmation by Eligibility Worker

For individuals flagged as work registrants, the eligibility worker must:

- Review the system-generated designation
- Communicate with the individual about general work requirements
- Confirm the work registration status in the system

This step ensures that the designation is accurate and that the participant is informed of their responsibilities.

Describe measures taken to prevent duplicate counting of work registrants within the federal fiscal year.

Data reports on work registrants are pulled monthly and unique ID numbers are reviewed to make sure no duplicates are included that were reported previously.

## OUTCOME REPORTING MEASURES

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

Outcome Reporting Measures	Employment & Earnings Measures	Attainment of Credential / Certificate	Measurable Skill Gains
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Directory of New Hires (NDNH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Management Information System (MIS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Follow-up with SNAP E&T Participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Random Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the data source used for the State-specific component measures. Select all that apply.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System (MIS)
- Manual Follow-up with SNAP E&T Participants
- Random Sample

Indicate the MIS used (e.g. SNAP eligibility system, State's Department of Labor MIS.)

The main MIS for the SNAP E&T program is the new SNAP E&T System which was developed through multiple data grants awarded by FNS to the District in FY2020 and FY2023 and will continue to be enhanced through the latter data grant, completing in FY2025. The DCAS system is used for SNAP eligibility and denoting participant interest in SNAP E&T. The new SNAP E&T System interfaces directly with DCAS.

## COMPONENTS OVERVIEW

Which non-education, non-work components does the State agency plan to offer? Select all that apply.

- Job Retention
- Job Search Training
- Self-Employment Training
- Supervised Job Search
- Workfare

Which educational components does the State agency plan to offer? Select all that apply.

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- English Language Acquisition
- Integrated Education and Training / Bridge Programs
- Other Educational Program
- Work Readiness Training

Which work experience components does the State agency plan to offer? Select all that apply.

- Work Activity
- Work-Based Learning

Which type of Work-Based Learning components are offered?

- Apprenticeship
- Customized Training
- Incumbent Worker Training
- Internship
- On-the-job Training
- Pre-Apprenticeship
- Transitional Jobs

## NON-EDUCATION, NON-WORK COMPONENT: JOB RETENTION

Description of the component. Provide a summary of the activities and services.

Job Retention activities include coaching, communication, training, and other services intended to support continued employment after a participant secures a job. These activities may also involve helping participants access eligible support services that contribute to improved retention outcomes. Retention services must be provided for a minimum of 30 days and may not exceed 90 days. Providers may choose to offer additional retention support beyond this period using their own resources. SNAP E&T staff are responsible for tracking participation data to ensure compliance with service timelines. All participants receiving retention services are monitored to confirm that the 30–90 day window is observed. After 90 days, participants are automatically exited from SNAP E&T through the program’s system, and no further reimbursements may be issued beyond that point.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Job Retention may only be entered once a SNAP E&T participant has become employed and exited all other SNAP E&T Components. It cannot serve as a participant’s initial Component. Individuals who are employed but continue to receive SNAP benefits and remain engaged in other SNAP E&T Components—such as training or job placement—are not considered to be participating in Job Retention. No additional minimum skills, knowledge, or experience are required for entry into job retention.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

378

Estimated Annual Component Administrative Cost

\$2,946,709.65
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<b>Outcome Measure</b>	<b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b>
Unsubsidized employment 90 days after being placed in employment (percentage and number).	<p>Numerator includes those participants who retained employment for 90 days after completing component during the period of 10/01/2025 to 09/30/2026</p> <p>Denominator will include the number of participants that participated in Job Retention during the period of 10/01/2025 to 09/30/2026.</p>

## NON-EDUCATION, NON-WORK COMPONENT: JOB SEARCH TRAINING

Description of the component. Provide a summary of the activities and services.

Job Search Training component activities include self-guided employability assessments; training in key job-readiness skills such as interviewing, résumé writing, and job application strategies; job placement services; and other direct support or training initiatives—including educational programs—that enhance participants’ job search capabilities and overall employability. To participate in this component, individuals must be actively pursuing employment and receiving ongoing support from SNAP E&T staff or an approved provider.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Job Search Training is available to all SNAP E&T participants who are actively seeking employment. There are no prerequisites in terms of skills, experience, or knowledge. However, SNAP E&T staff or provider partners may suggest additional optional components if a participant would benefit from further skill development to successfully transition into unsubsidized employment aligned with their career goals.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

95

Estimated Annual Component Administrative Cost

\$736,677.41
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## NON-EDUCATION, NON-WORK COMPONENT: SELF-EMPLOYMENT TRAINING

Description of the component. Provide a summary of the activities and services.

Self-Employment Training is intended for individuals seeking to generate income through self-employment. This component encompasses programs that provide instruction in launching and sustaining self-employment ventures, including entrepreneurship training, business plan development, access to financing, and other startup supports. It should be used exclusively for programs where the primary goal is for participants to establish their own business, rather than transition into traditional wage employment.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Self-Employment Training is available to any eligible SNAP E&T participant who is interested in starting their own business and acquiring the skills needed to enter self-employment. Participation is contingent upon meeting provider-specific enrollment criteria, which may vary. No minimum skills, knowledge, or prior experience are required for entry into this component.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

90

Estimated Annual Component Administrative Cost

\$625,630.21
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## NON-EDUCATION, NON-WORK COMPONENT: SUPERVISED JOB SEARCH

Provide a summary of the State guidelines implementing supervised job search.

Vocational Development Specialists (VDSs) are DHS professionals who specialize in helping SNAP E&T participants identify and pursue their career goals. They oversee the Supervised Job Search Training (SJST) component and provide targeted support across a range of employment readiness activities. The SNAP E&T Program currently employs seven dedicated VDSs who guide participants through:

- Career counseling and individualized career planning
- Staff-administered employability assessments
- Training in job search techniques, including interviewing, resume development, and application strategies
- Direct connections to employers and employment opportunities

VDSs monitor participant progress by entering monthly participation hours and detailed case notes into the program's tracking system. Each SJST participant meets with a VDS at least once per month to review progress and adjust goals as needed.

To ensure broad access and engagement, VDSs are co-located at multiple sites across the District, including:

- DHS service centers and SNAP E&T provider locations
- American Job Centers
- Adams Place Day Shelter and 801 Men's Shelter
- Living Life Alternatives, the District's LGBTQ+ adult shelter

Through these placements, VDSs deliver onsite outreach and supervised job search services, expanding the reach of SNAP E&T and strengthening participant outcomes.

Describe the direct path to employment.

All SNAP E&T participants are screened for program suitability and assessed to determine job readiness and alignment with supervised job search activities. Participants engaged in this component work with both a designated Vocational Development Specialist (VDS) and a SNAP E&T Workforce Development Specialist to co-develop an individualized career development plan. This plan outlines each participant's career goals and objectives and helps identify employment opportunities that best match their skills, interests, and needs.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participants in this component must be deemed job-ready, actively seeking employment, and receiving sustained support or supervision from SNAP E&T staff.

Will this component be offered statewide?

Yes

No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

350

Estimated Annual Component Administrative Cost

\$0.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Unsubsidized employment after completion of participation in E&T if participating in SJS and placement in employment (percentage and number)	Numerator includes those participants who obtained employment after completing component during the period of 10/01/2025 to 09/30/2026.  Denominator will include the number of participants that participated in Supervised Job Search during the period of 10/01/2025 to 09/30/2026.

**NON-EDUCATION, NON-WORK COMPONENT: WORKFARE**

Description of the component. Provide a summary of the activities and services.

(PENDING 100% APPROVAL): Workfare is an unpaid community service activity designed for Able-Bodied Adults Without Dependents (ABAWDs) receiving SNAP benefits. It provides participants with opportunities to serve in federal, state, or local government agencies, as well as nonprofit organizations. The program's primary goal is to enhance employability by cultivating essential workplace habits and foundational skills—such as organization, problem-solving, and basic math—or by reinforcing existing competencies relevant to employment.

Rather than receiving wages, participants fulfill the value of their monthly SNAP benefit allotment through their service hours. Importantly, workfare assignments must not displace existing employees or interfere with the hiring of paid staff. Participants are entitled to the same working conditions and benefits as employees performing comparable duties for similar hours.

The Department of Program Operations (DPO) calculates the maximum number of required workfare hours by dividing a household's monthly SNAP benefit amount by the District of Columbia's minimum wage. Participants are assigned duties based on this calculation. Total weekly hours—including workfare and any paid employment—must not exceed 30 hours.

To ensure compliance, DPO monitors all ABAWDs engaged in SNAP Employment & Training (E&T), community service, or self-initiated activities. Upon referral, SNAP E&T partners must immediately record community service status in the program database and submit monthly reports of hours served. Any changes in volunteer status must be reported to the Department of Human Services (DHS) within 10 days.

E&T contracted programs use the WF-1 form to establish a non-financial agreement with the community service provider. This form certifies the participant's service schedule and affirms the provider's obligation to report changes in participation within 10 days. Providers must enter service hours by the 5th day of the month following participation and are responsible for ongoing review of participant eligibility. Individuals who fail to meet program criteria must be removed from workfare, with terminations automatically communicated to the SNAP E&T system via a system-generated notice the next day.

By tracking E&T activity codes, monthly data submissions, and termination notices, DPO determines whether ABAWDs are satisfying work requirements or if benefit discontinuation is warranted.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

(PENDING 100% APPROVAL): Workfare is available to all SNAP E&T ABAWD participants who are actively seeking community service. There are no prerequisites in terms of skills, experience, or knowledge. However, SNAP E&T provider partners may make additional determinations of suitability based on individual criteria. Estimated Annual Component Administrative Cost calculated in an Additional 100% request, pending revision).

Will this component be offered statewide?

- Yes  
 No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

1,850

Estimated Annual Component Administrative Cost

\$0.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Unsubsidized employment after completion of participation in E&T if participating in workfare and placement in employment (percentage and number)	<p>Numerator includes those participants who become employed during or after completion of the component, during the period of 10/01/2025 to 09/30/2026.</p> <p>Denominator will include the number of participants that participated in Workfare during the period of 10/01/2025 to 09/30/2026.</p>

## EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

Description of the component. Provide a summary of the activities and services.

EPB component activities include adult basic education, basic literacy, instruction leading to high school equivalency (including GED or high school diploma), and developmental or remedial education.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Basic Education is available to any eligible SNAP E&T participant who seeks to improve their literacy and numeracy skills and/or obtain a GED or other high school equivalency, with the overarching goal of securing unsubsidized employment. Participation is subject to provider-specific enrollment criteria, which may vary. No minimum skills, knowledge, or prior experience are required for entry into this component. Participants must be adults or out-of-school youth aged 16 and older who are re-engaging in their education to enhance employability. Individuals who have already attained education at a high school equivalency may still qualify if they are basic skills deficient or require instruction to meet the Educational Functional Level (EFL) standards of another employment-focused program.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

20

Estimated Annual Component Administrative Cost

\$249,561.53

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

SNAP E&T program staff are responsible for monitoring all program costs and reviewing documentation of leveraged funding to ensure compliance with federal regulations prohibiting the supplanting of non-Federal funds. Funded component activities must not replace existing educational services or activities that are already supported by non-Federal sources. This policy is strictly enforced and clearly outlined during the annual Request for Applications (RFA) process, the RFA information session, and grantee onboarding.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

SNAP E&T program staff are responsible for monitoring all program costs and reviewing documentation of leveraged funding to ensure that expenses charged to E&T do not exceed those charged to other funding sources for comparable services. This cost consistency requirement is clearly outlined during the annual Request for Applications (RFA) process, reinforced in the RFA information session, and emphasized during grantee onboarding.

## **EDUCATIONAL COMPONENT: CAREER / TECHNICAL EDUCATION PROGRAMS OR OTHER VOCATIONAL TRAINING**

Description of the component. Provide a summary of the activities and services.

EPC component activities consist of career and technical education programs or vocational training that prepare participants for employment in high-demand industries identified by the District's Workforce Investment Council. Programs must offer access to industry-recognized credentials, certifications, or licensure that directly align with local labor market needs and support participants' transition into employment. This component does not encompass basic education instruction, academic credentials, or pathways leading to post-secondary degrees; such activities fall under other designated components.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Career and technical training is available to any eligible SNAP E&T participant seeking to build skills in a specific career-related field, with the overarching goal of securing unsubsidized employment. Participation is contingent upon meeting provider-specific enrollment criteria, which may vary by provider.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

273

Estimated Annual Component Administrative Cost

\$2,652,849.15

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

SNAP E&T program staff are responsible for monitoring all program costs and reviewing documentation of leveraged funding to ensure compliance with federal regulations prohibiting the supplanting of non-Federal funds. Funded component activities must not replace existing educational services or activities that are already supported by non-Federal sources. This policy is strictly enforced and clearly outlined during the annual Request for Applications (RFA) process, the RFA information session, and grantee onboarding.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

SNAP E&T program staff are responsible for monitoring all program costs and reviewing documentation of leveraged funding to ensure that expenses charged to E&T do not exceed those charged to other funding sources for comparable services. This cost consistency requirement is clearly outlined during the annual Request for Applications (RFA) process, reinforced in the RFA information session, and emphasized during grantee onboarding.

<b>Outcome Measure</b>	<b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b>
Unsubsidized employment after completion of participation in E&T if participating in EPC and placement in employment (percentage and number)	<p>Numerator includes those participants who obtained employment after completing component during the period of 10/01/2025 to 09/30/2026.</p> <p>Denominator will include the number of participants that participated in Career/Technical Education Programs or other Vocational Training during the period of 10/01/2025 to 09/30/2026.</p>
Earned an industry-recognized education credential, certification, and/or licensure after completion of participation in E&T if participating in EPC.	<p>Numerator includes those participants who obtained a credential after completing component during the period of 10/01/2025 to 09/30/2026.</p> <p>Denominator will include the number of participants that participated in EPC during the period of 10/01/2025 to 09/30/2026.</p>

## EDUCATIONAL COMPONENT: INTEGRATED EDUCATION AND TRAINING / BRIDGE PROGRAMS

Description of the component. Provide a summary of the activities and services.

EPIE component activities follow a service model that delivers adult education and literacy instruction concurrently and contextually with workforce preparation and occupational training. These activities are designed to support both educational progress and career advancement in a specific occupation or occupational cluster. To qualify under this component, programs must include a combination of services aligned with both the EPB and EPC components.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Integrated education and training is available to any eligible SNAP E&T participant seeking to strengthen literacy and numeracy skills and/or pursue a GED or other high school equivalency, while concurrently developing skills in a career-related field. The overarching goal is to support participants in obtaining unsubsidized employment. Enrollment is subject to provider-specific criteria, which may vary. No minimum skills, prior knowledge, or experience are required for entry into this component.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

31

## Estimated Annual Component Administrative Cost

\$453,811.22
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Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

SNAP E&T program staff are responsible for monitoring all program costs and reviewing documentation of leveraged funding to ensure compliance with federal regulations prohibiting the supplanting of non-Federal funds. Funded component activities must not replace existing educational services or activities that are already supported by non-Federal sources. This policy is strictly enforced and clearly outlined during the annual Request for Applications (RFA) process, the RFA information session, and grantee onboarding.
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Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

SNAP E&T program staff are responsible for monitoring all program costs and reviewing documentation of leveraged funding to ensure that expenses charged to E&T do not exceed those charged to other funding sources for comparable services. This cost consistency requirement is clearly outlined during the annual Request for Applications (RFA) process, reinforced in the RFA information session, and emphasized during grantee onboarding.
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## EDUCATIONAL COMPONENT: WORK READINESS TRAINING

Description of the component. Provide a summary of the activities and services.

EPWRT component activities consist of work readiness and soft skills training designed to prepare participants for employment opportunities that align directly with the local labor market. This component does not include activities covered under the Job Search Training component. All activities should be tailored to address the documented needs of employers and support participants in developing the competencies required for workplace success.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

This component is open to any eligible SNAP E&T participant that is interested in improving their work readiness skills, with an overall goal of obtaining unsubsidized employment; and that meets provider enrollment criteria, which varies by provider. No minimum skills, knowledge, or experience is needed for entry into work readiness training.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

685

Estimated Annual Component Administrative Cost

\$4,561,946.05

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

SNAP E&T program staff are responsible for monitoring all program costs and reviewing documentation of leveraged funding to ensure compliance with federal regulations prohibiting the supplanting of non-Federal funds. Funded component activities must not replace existing educational services or activities that are already supported by non-Federal sources. This policy is strictly enforced and clearly outlined during the annual Request for Applications (RFA) process, the RFA information session, and grantee onboarding.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

SNAP E&T program staff are responsible for monitoring all program costs and reviewing documentation of leveraged funding to ensure that expenses charged to E&T do not exceed those charged to other funding sources for comparable services. This cost consistency requirement is clearly outlined during the annual Request for Applications (RFA) process, reinforced in the RFA information session, and emphasized during grantee onboarding.

Outcome Measure	<b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b>
Earned an industry-recognized education credential, certification, and/or licensure after completion of participation in E&T if participating in EPWRT.	<p>Numerator includes those participants who obtained a credential after completing component during the period of 10/01/2025 to 09/30/2026.</p> <p>Denominator will include the number of participants that participated in Work Readiness Training during the period of 10/01/2025 to 09/30/2026.</p>
Unsubsidized employment after completion of participation in E&T if participating in EPWRT (percentage and number).	<p>Numerator includes those participants who obtained employment after completing component during the period of 10/01/2025 to 09/30/2026.</p> <p>Denominator will include the number of participants that participated in Work Readiness Training during the period of 10/01/2025 to 09/30/2026.</p>

## WORK EXPERIENCE COMPONENT: INTERNSHIP

Description of the component. Provide a summary of the activities and services.

Internship component activities include paid or unpaid internships and externships that offer participants practical experience aligned with permanent employment opportunities in a related field. When compensation is provided, participants may receive wages or stipends, which may be funded by third-party partners.

Is this component subsidized by SNAP E&T?

- Subsidized  
 Unsubsidized  
 Both subsidized and unsubsidized

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs  
 Homeless  
 Returning citizens (aka: ex-offenders)  
 Single parents  
 Students  
 Underemployed  
 Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

This component is available to any eligible SNAP E&T participant seeking work experience in a career field of interest, with the overarching goal of obtaining unsubsidized employment. Enrollment is subject to provider-specific criteria, which may vary. While no minimum skills, knowledge, or prior experience are required for entry, some programs may require completion of one or more education components to ensure participants are adequately prepared.

Examples of internship opportunities available to SNAP E&T participants include financial and professional services through partners with the Department of Insurance, Securities and Banking, Office of the Comptroller of the Currency and the Federal Deposit Insurance Corporation; and partnerships with the General Office Administration and other District government agencies in industries ranging from technology to construction.

Will this component be offered statewide?

- Yes  
 No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

270

Of the total projected annual participation, how many participants are anticipated to receive wages subsidized by E&T?

200

Estimated Annual Component Administrative Cost

\$1,014,261.40

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)	Subsidized by E&T?
Unsubsidized employment after completion of participation in E&T if participating in WBLI-SUB.	Numerator includes those participants who obtained employment after completing component during the period of 10/01/2025 to 09/30/2026.  Denominator will include the number of participants that participated in an internship during the period of 10/01/2025 to 09/30/2026.	Yes
Unsubsidized employment after completion of participation in E&T if participating in WBLI	Numerator includes those participants who obtained employment after completing component during the period of 10/01/2025 to 09/30/2026.  Denominator will include the number of participants that participated in an internship during the period of 10/01/2025 to 09/30/2026.	No

**WORK EXPERIENCE COMPONENT: PRE-APPRENTICESHIP**

Description of the component. Provide a summary of the activities and services.

Pre-apprenticeship component activities include participation in a Registered Pre-apprenticeship program authorized by the District or a federal or state government, or in a pre-apprenticeship program designed to prepare individuals for entry into and success within a registered pre-apprenticeship. Pre-apprentices must be compensated according to their approved wage progression. Pre-apprentices may be paid or unpaid, with compensation provided through wages or stipends, which may be supported by third-party partners.

Examples of pre-apprenticeship opportunities available to SNAP E&T participants include partnerships with employers such as Amazon Web Services (AWS), CVS for pharmacy technician training, and Starbucks for barista training.

Is this component subsidized by SNAP E&T?

- Subsidized  
 Unsubsidized  
 Both subsidized and unsubsidized

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs  
 Homeless  
 Returning citizens (aka: ex-offenders)  
 Single parents  
 Students  
 Underemployed  
 Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

This component is available to any eligible SNAP E&T participant seeking work experience and training in a chosen career field, with the overarching goal of securing unsubsidized employment. Enrollment is subject to provider-specific criteria, which may vary. Minimum skills, knowledge, and experience requirements differ across apprenticeship and pre-apprenticeship programs; however, most programs include minimum educational attainment and other screening measures to ensure participants are adequately prepared.

Will this component be offered statewide?

- Yes  
 No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

45

Estimated Annual Component Administrative Cost

\$117,299.75

## WORK EXPERIENCE COMPONENT: TRANSITIONAL JOBS

Description of the component. Provide a summary of the activities and services.

Component activities include participation in transitional jobs—time-limited, subsidized work experiences designed to support individuals who are chronically unemployed or face barriers to employment. These opportunities help participants build a work history, develop workplace skills, and prepare for unsubsidized employment and career advancement. Wages are subsidized through SNAP E&T program funds, and participants may be compensated through wages or stipends.

Is this component subsidized by SNAP E&T?

- Subsidized
- Unsubsidized
- Both subsidized and unsubsidized

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

This component is available to any eligible SNAP E&T participant seeking work experience in a chosen career field, with the overarching goal of securing unsubsidized employment. Enrollment is subject to provider-specific criteria, which may vary. While no minimum skills, knowledge, or experience are required for entry, some programs may require participants to demonstrate specific barriers to employment as part of their eligibility.

Examples of pre-apprenticeship opportunities available to SNAP E&T participants include partnerships with employers such as Amazon Web Services (AWS), CVS for pharmacy technician training, and Starbucks for barista training.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

100

Of the total projected annual participation, how many participants are anticipated to receive wages subsidized by E&T?

55

Estimated Annual Component Administrative Cost

\$1,374,801.87

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)	Subsidized by E&T?
Unsubsidized employment after completion of participation in E&T if participating in WBLTJ-SUB.	Numerator includes those participants who obtained employment after completing component during the period of 10/01/2025 to 09/30/2026.  Denominator will include the number of participants that participated in WBLTJ-SUB during the period of 10/01/2025 to 09/30/2026.	Yes
Unsubsidized employment after completion of participation in E&T if participating in WBLTJ	Numerator includes those participants who obtained employment after completing component during the period of 10/01/2025 to 09/30/2026.  Denominator will include the number of participants that participated in WBLTJ during the period of 10/01/2025 to 09/30/2026.	No

**CONTRACTS OVERVIEW**

The State agency must enter every contract or third-party partner. Additionally, the State agency must report if an intermediary directly holds subcontracts with employment and training providers for the delivery of SNAP E&T services. The table below summarizes overall information across all contracts.

<b>Total Number of Contracts + Subcontracts</b>	<b>Total Participants to be Served by Contracts</b>	<b>Total Admin Costs</b>	<b>Total Participant Reimbursement Costs</b>	<b>Total Budget</b>
20	1,890	\$13,111,048.58	\$1,702,499.50	\$14,813,548.08

**CONTRACTOR: AMERICAN JOB CENTER**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00
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Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$30,000.00
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Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

## CONTRACTOR: COALITION FOR THE HOMELESS

Is this Contractor an Intermediary with subcontractors?

- Yes  
 No

Indicate the service type

- Consulting  
 E&T Services  
 Automation/IT  
 Marketing  
 Other

Will this E&T service be offered statewide?

- Yes  
 No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction  
 Career / Technical Education Programs or other Vocational Training  
 Case Management Services  
 Integrated Education and Training / Bridge Programs  
 Job Retention  
 Job Search Training  
 SWBL - Internship  
 SWBL - Transitional Jobs  
 Self-Employment Training  
 Supervised Job Search  
 WBL - Internship  
 WBL - Pre-Apprenticeship  
 WBL - Transitional Jobs  
 Work Readiness Training  
 Workfare

Annual Number of SNAP E&T Participants to be Served

135
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Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$464,983.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

**CONTRACTOR: COMMUNITY TECH LLC**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

150
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Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$320,000.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

## CONTRACTOR: CONSTITUENT SERVICES WORLDWIDE

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

100
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Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$277,000.00
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Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00
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Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$688,117.27
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Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

**CONTRACTOR: COVENANT HOUSE**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

60
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Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$300,160.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

**CONTRACTOR: DC CENTRAL KITCHEN**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

70
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Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00
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Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00
--------

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$878,793.00
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Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

### CONTRACTOR: DC DOORS

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

40
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Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$358,135.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

**CONTRACTOR: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES, DSI, PROJECT EMPOWERMENT**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

**CONTRACTOR: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES, MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

**CONTRACTOR: GLOBAIN/ASSESSFORCE**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00
--------

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$50,000.00
-------------

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

## CONTRACTOR: JUBILEE JOBS

Is this Contractor an Intermediary with subcontractors?

- Yes  
 No

Indicate the service type

- Consulting  
 E&T Services  
 Automation/IT  
 Marketing  
 Other

Will this E&T service be offered statewide?

- Yes  
 No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction  
 Career / Technical Education Programs or other Vocational Training  
 Case Management Services  
 Integrated Education and Training / Bridge Programs  
 Job Retention  
 Job Search Training  
 SWBL - Internship  
 SWBL - Transitional Jobs  
 Self-Employment Training  
 Supervised Job Search  
 WBL - Internship  
 WBL - Pre-Apprenticeship  
 WBL - Transitional Jobs  
 Work Readiness Training  
 Workfare

Annual Number of SNAP E&T Participants to be Served

140
-----

Are participant reimbursements provided by the Contractor?

Yes

No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$24,650.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$1,224,620.80

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

Yes

No

### CONTRACTOR: MAYOR'S OFFICE ON RETURNING CITIZEN AFFAIRS

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

200
-----

Are participant reimbursements provided by the Contractor?

Yes

No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$1,005,408.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$1,490,207.25

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

Yes

No

## CONTRACTOR: OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

40
----

Are participant reimbursements provided by the Contractor?

Yes

No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$695,767.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

Yes

No

### CONTRACTOR: PHASE 3

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

100
-----

Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$86,400.00
-------------

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00
--------

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$513,600.00
--------------

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

### CONTRACTOR: SO OTHERS MIGHT EAT

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

60
----

Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$13,914.00
-------------

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00
--------

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$914,671.00
--------------

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

**CONTRACTOR: STREET SENSE**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

90
----

Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00
--------

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00
--------

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$347,157.45
--------------

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

**CONTRACTOR: UNITED PLANNING ORGANIZATION**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

40
----

Are participant reimbursements provided by the Contractor?

Yes

No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$29,800.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$506,574.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

Yes

No

**CONTRACTOR: WASHINGTON LITERACY CENTER**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

45
----

Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$150,000.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

### CONTRACTOR: WORKFIRST FOUNDATION

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

180
-----

Are participant reimbursements provided by the Contractor?

Yes

No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$123,200.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$345,999.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

Yes

No

**CONTRACTOR: YWCA**

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- SWBL - Transitional Jobs
- Self-Employment Training
- Supervised Job Search
- WBL - Internship
- WBL - Pre-Apprenticeship
- WBL - Transitional Jobs
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

40
----

Are participant reimbursements provided by the Contractor?

- Yes
- No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$27,377.50
-------------

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00
--------

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$487,848.37
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Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- Yes
- No

## WBL PROGRAMS OVERVIEW

State agencies must report on each provider that plans to offer a Work-Based Learning (WBL) component, whether it is unsubsidized or subsidized by SNAP E&T funds.

### WBL ACTIVITY: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES, MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM

PROVIDER: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES, MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM

COMPONENT: SWBL - INTERNSHIP

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

What is the projected annual number of participants to participate?

200

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

What is the source for the non-federal share of the SWBL activity?

DC Local Funds

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

If an employer does not immediately hire an individual upon completion of the 12-week work experience (WEX) program, DOES enrolls the individual into a 4-week Job Search Training course where the individual works with workforce development training staff, job developers and job coaches to secure unsubsidized employment.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

What is the hourly wage rate?

\$17.95

What percentage of wages will be subsidized by SNAP E&T?

50.00%

Indicate the total number of hours that an individual is expected to participate.

174

Indicate the SNAP E&T funding source to be used.

- 100% Admin Funds
- 50/50 Admin Funds

Will the WBL program cover other costs associated with wages, such as Workers Compensation or Payroll Taxes?

- Yes  
 No

What is the total amount of Workers Compensation or Payroll Taxes that is covered or reimbursed by SNAP E&T?

\$47,786.49

What is the total amount of other administrative costs associated with the activity that is covered or reimbursed by SNAP E&T, such as additional case management hours?

\$0.00

<b>Total Projected Wages to be Paid to Participants</b>	<b>Total Projected Subsidized Wages</b>	<b>Total Projected Wages Covered/Reimbursed by SNAP E&amp;T</b>	<b>Total Cost of WBL Activity to be Covered/Reimbursed by SNAP E&amp;T</b>
\$624,660.00	\$312,330.00	\$156,165.00	\$203,951.49

**WBL ACTIVITY: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES, DSI, PROJECT EMPOWERMENT**

**PROVIDER: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES, DSI, PROJECT EMPOWERMENT**

**COMPONENT: SWBL - TRANSITIONAL JOBS**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

What is the projected annual number of participants to participate?

55
----

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

What is the source for the non-federal share of the SWBL activity?

DC Local Funds

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

If an employer does not immediately hire an individual upon completion of the 12-week work experience (WEX) program, DOES enrolls the individual into a 4-week Job Search Training course where the individual works with workforce development training staff, job developers and job coaches to secure unsubsidized employment.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

What is the hourly wage rate?

\$17.00
---------

What percentage of wages will be subsidized by SNAP E&T?

50.00%
--------

Indicate the total number of hours that an individual is expected to participate.

480
-----

Indicate the SNAP E&T funding source to be used.

- 100% Admin Funds
- 50/50 Admin Funds

Will the WBL program cover other costs associated with wages, such as Workers Compensation or Payroll Taxes?

- Yes
- No

<b>Total Projected Wages</b>	<b>Total Projected</b>	<b>Total Projected Wages</b>	<b>Total Cost of WBL Activity to be</b>
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<b>to be Paid to Participants</b>	<b>Subsidized Wages</b>	<b>Covered/Reimbursed by SNAP E&amp;T</b>	<b>Covered/Reimbursed by SNAP E&amp;T</b>
\$448,800.00	\$224,400.00	\$112,200.00	\$112,200.00

**WBL ACTIVITY: COMMUNITY TECH LLC**

**PROVIDER: COMMUNITY TECH LLC**

**COMPONENT: WBL - INTERNSHIP**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

Describe the "Other" industry field of the activity.

Information Technology

What is the projected annual number of participants to participate?

30

What are the training objectives for the activity?

- Attainment of a Credential or Certificate  
 Basic skill gains  
 Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes  
 No

Will participants receive wages subsidized by another program?

- Yes  
 No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes  
 No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes  
 No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes  
 No

Are the training objectives provided to the participant?

- Yes, by the Provider  
 Yes, by Employer of Record  
 No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes  
 No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

The provider will host career fairs with a focus on high-demand sectors, job networking events, and build direct partnerships with employers to move participants promptly into regular, unsubsidized employment.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

**WBL ACTIVITY: DC CENTRAL KITCHEN**

**PROVIDER: DC CENTRAL KITCHEN**

**COMPONENT: WBL - INTERNSHIP**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

What is the projected annual number of participants to participate?

17
----

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

Following internships within DCCK, students progress to two-week externships at external hiring partners. If students receive job offers at either their internship or externship placement, DC Central Kitchen will support that student to exit the program and begin full-time work, ensuring that they are able to transition into the workforce when they and their employer are ready.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

**WBL ACTIVITY: DC DOORS**

**PROVIDER: DC DOORS**

**COMPONENT: WBL - INTERNSHIP**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

Describe the "Other" industry field of the activity.

Finance

What is the projected annual number of participants to participate?

10

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

Entry-level employment in target sectors and advancement to continued employment or further training in workplace readiness or trade certifications.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

**WBL ACTIVITY: SO OTHERS MIGHT EAT**

**PROVIDER: SO OTHERS MIGHT EAT**

**COMPONENT: WBL - INTERNSHIP**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

What is the projected annual number of participants to participate?

12
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What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

The primary goal is unsubsidized job placement and matriculation to job retention. The occupations targeted by SOME's WBL trainings have been identified by DC's Workforce investment council as entry-level occupations in high demand sectors with potential for promotion to higher-paying positions with greater responsibility. To help participants find employment, SOME's Workforce Development

Specialists provide one-on-one counseling, forward weekly job opportunity lists, assist participants with tailoring resumes and cover letters to job listings, coordinate trips to job fairs, and arrange interviews with employer partners.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

**WBL ACTIVITY: WORKFIRST FOUNDATION**

**PROVIDER: WORKFIRST FOUNDATION**

**COMPONENT: WBL - PRE-APPRENTICESHIP**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

What is the projected annual number of participants to participate?

45
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What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

Our innovative, employer-informed training programs are designed to meet specific labor demands. For example, AWDC operates pre-apprenticeship trainings tailored for management-level careers. In partnership with Starbucks and Whole Foods, we co-developed customized bridge training programs that include virtual employer-specific instruction, pre-apprenticeship mentoring, and direct access to company

hiring events upon completion. Through strong employer partnerships, targeted labor market analysis, and responsive program design, WFF/AWDC ensures that its services are aligned with hiring needs and that participants are positioned for long-term success in high-demand sectors.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

**WBL ACTIVITY: OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT**

**PROVIDER: OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT**

**COMPONENT: WBL - TRANSITIONAL JOBS**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

Describe the "Other" industry field of the activity.

Customer service and Carpentry

What is the projected annual number of participants to participate?

10

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

The proposed project is informed by and responsive to the employer's hiring needs. The provider identifies employer partners and their role in project work and demonstrates an understanding of labor market information related to their proposed job placement sectors and occupations.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

**WBL ACTIVITY: SO OTHERS MIGHT EAT**

**PROVIDER: SO OTHERS MIGHT EAT**

**COMPONENT: WBL - TRANSITIONAL JOBS**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

What is the projected annual number of participants to participate?

12
----

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

The primary goal is unsubsidized job placement and matriculation to job retention. The occupations targeted by SOME's WBL trainings have been identified by DC's Workforce investment council as entry-level occupations in high demand sectors with potential for promotion to higher-paying positions with greater responsibility. To help participants find employment, SOME's Workforce Development

Specialists provide one-on-one counseling, forward weekly job opportunity lists, assist participants with tailoring resumes and cover letters to job listings, coordinate trips to job fairs, and arrange interviews with employer partners.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes  
 No  
 N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes  
 No

**WBL ACTIVITY: STREET SENSE**

**PROVIDER: STREET SENSE**

**COMPONENT: WBL - TRANSITIONAL JOBS**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

Describe the "Other" industry field of the activity.

Journalism, Business, Sales

What is the projected annual number of participants to participate?

23

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Does the activity include a simulated work environment that includes tasks required for a given career field?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

Vendors have the option to contribute writing, photography and illustration for publication in the newspaper and are paid for any of their work that is published. Weekly workshops are offered in these crafts to help vendors develop and hone skills.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

## OPERATING BUDGET

The regulations at 7 CFR 273.7(c)(6) outline State agencies must include an operating budget for the year. Complete all cost categories, as applicable. Note that the cost categories, outside of the contractual or county administered program line items, apply only to the State agency costs. The calculated values will automatically display upon selecting the Quick Save button.

### Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$418,440.12	\$671,957.11	\$1,090,397.23

List Full Time Equivalent (FTE) staff positions, percentage of time spent on the project, and average annual salary of each position. Example: E&T Manager - \$60,000 \* .50 FTE = \$30,000; 5 E&T Counselors = \$25,000 \* 1.00 FTEs \* 5 = \$125,000.

<p>E&amp;T Program Manager (1.00 FTE) = \$120,000; E&amp;T Assistant Program Manager (1.00 FTE) = \$119,416; Supervisory Vocational Development Specialist (1.00 FTE) = \$88,946.03; Supervisory Vocational Development Specialist (1.00 FTE) = \$90,000.00; Program Analyst (1.00 FTE) = \$104,168.00; Program Analyst (1.00 FTE) = \$95,731.14; Program Analyst (1.00 FTE) = \$95,841.37; 3 Vocational Development Specialists (1.00 FTEs) @ \$96,547.00 each = \$289,641.00; Vocational Development Specialist (1.00 FTE) = \$94,141.00; Vocational Development Specialist (1.00 FTE) = \$89,329.00; 1 Vocational Development Specialist (1.00 FTE) @ \$84,681.81; 1 Vocational Development Specialist (1.00 FTE) @ \$86,923; 1 Grants Management Specialist (1.00 FTE) @ \$86,435.30; 1 Grants Management Specialist (1.00 FTE) @ \$84,517; 1 Grants Management Specialist (0.885) @ \$76,495.24; 1 Grants Management Specialist (0.115) @ \$9,940.06; Workforce Development Specialist (1.00 FTE) @ \$84,517.00; Social Service Assistant (1.00 FTE) = \$72,721.00; Social Service Assistant (1.00 FTE) = \$58,936.28.</p>			
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	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$107,120.67	\$361,968.68	\$469,089.35

Explain how fringe benefits are calculated and clearly explain how the amount listed was determined. If charging fringe benefits to the E&T program, provide the approved fringe rates.

<p>Covers health care, savings plans, life insurance, and other benefits for 21 staff members. The approved fringe rate is 25.6%. Note that DHS charges providers an administrative fee of 10% of total administrative costs allocated to SNAP E&amp;T, included in grant agreements and MOU terms, which is used to support State costs for both salaries and wages and fringe benefits.</p>			
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	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$11,000.00	\$11,000.00	\$22,000.00

Describe non-capital equipment and supplies to be purchased with E&T funds.

Required to replenish supplies, replace depreciated equipment and technology needs, and cover the cost of printing. In addition, the program will acquire user licenses and maintain VPN access for 10 third-party partners to access two systems within the DHS network: (1) Assessforce/Assessment portal and (2) the SNAP E&T database.

- Cost breakdown
- Program Supplies: \$2,000
- Replacement of equipment: \$6,000
- Technology Upgrades: \$5,000
- Printing costs: \$2,000
- User licenses: \$4,000
- VPN access: \$3,000

	Non-Federal Share	Federal Share	Total
Materials	\$9,000.00	\$9,000.00	\$18,000.00

Describe materials to be purchased with E&T funds.

Covers all other necessary materials outside of supplies, including More Than A Job marketing materials and activities.

Cost breakdown  
 Design, Translation, and Printing (flyers, brochures) : \$7,500  
 Promotional items: \$4,000  
 Event costs (venue for recruitment events, job fairs, etc.): \$6,500

	Non-Federal Share	Federal Share	Total
Travel	\$7,500.00	\$7,500.00	\$15,000.00

Describe the purpose and frequency of staff travel charged to the E&T program. This should not include E&T participant reimbursements for transportation. Include planned staff training and registration costs for training that will be charged to E&T funds.

Covers the cost of professional development opportunities for SNAP E&T staff. Costs may include group training costs, fares for plane tickets, hotel rooms, and per diem for travel to local and national conferences, and specialized training per function area.

Cost breakdown  
 National Conference (2 staff @ \$3,250 per person) = \$6,500  
 Specialized Functional Training (20 staff) = \$5,000  
 Hotel and Per Diem (2 staff @ approximately \$923 per person) = \$1,845  
 Mileage reimbursement (all staff) = \$655

	Non-Federal Share	Federal Share	Total
Building Space	\$0.00	\$0.00	\$0.00

Explain how building space is calculated and clearly explain how the amount listed above was determined. If charging building space to the E&T program, describe the method used to calculate space value.

The District of Columbia does not charge building space to the E&T program.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Equipment and other capital expenditures	\$0.00	\$0.00	\$0.00

Describe equipment and other capital expenditures over \$5,000 per item that will be charged to E&T funds. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)

Not applicable

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$553,060.79	\$1,061,425.79	\$1,614,486.58
Contractual Costs	\$6,555,524.29	\$6,555,524.29	\$13,111,048.58
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$7,108,585.08	\$7,616,950.08	\$14,725,535.16

**Indirect Costs - Using Indirect Cost Rate**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Indirect Costs	\$69,685.66	\$69,685.66	\$139,371.32

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 contingent agency, upload the approval letter.

DC DHS FY2023 Rate Agreement.pdf

**Indirect Costs - Using Federally Approved Cost Allocation Plan**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Federally Approved Cost Allocated Costs - State agency only	\$0.00	\$0.00	\$0.00
County Administered Allocated Costs (only applicable to County Administered Programs)	\$0.00	\$0.00	\$0.00
Total Allocated Costs based on Cost Allocation Plan	\$0.00	\$0.00	\$0.00

**In-kind Contribution**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$7,178,270.74	\$7,686,635.74	\$14,864,906.48

**Participant Reimbursements**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Dependent Care	\$12,750.00	\$12,750.00	\$25,500.00
Transportation & Other Costs	\$799,499.75	\$799,499.75	\$1,598,999.50
State Agency Cost for Dependent Care	\$0.00		\$0.00
Total Participant Reimbursements	\$812,249.75	\$812,249.75	\$1,624,499.50

**Total Costs**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Total Cost	\$7,990,520.49	\$8,498,885.49	\$16,489,405.98

## FUNDING SOURCES

Fields for the Funding Sources section will populate from other sections, such as the Operating Budget section or annual allocations decided by FNS OET.

The system will provide the States 100 percent allocation as well as the target for the total 50/50 funds, as provided in the annual E&T final allocation memo.

State agencies may enter funds into the field "100 Percent Federal Grant - Additional Funds" for planning purposes. This field must be blank before initial submission. State agencies that wish to request additional 100% funds can do so via the Funding Requests tab. If the request is approved, State agencies will see the approved amount populated in this field, and a new State Plan Amendment must be submitted.

The system utilizes a formula that distributes administrative costs to the various funding sources (i.e. 100 percent Federal, 50 percent Federal Admin and 50 percent Non-Federal Admin.) The formula also establishes a funding hierarchy for the use of all available 100 percent Federal funds. This funding hierarchy will assign the planned administrative expenses against the regular 100 Federal grant first, then depending upon availability, against additional 100 percent funds, able-bodied adults without dependents (ABAWD) pledge funds, if applicable. Any planned costs over the available 100 percent funds will be evenly distributed against the 50 percent Admin funds.

The planned expenses shown for the field "100% Federal Grant" will be inclusive of the formula allocation, as well as any additional Federal funds approved. Fields in the column "Distribution of Planned Expenses" are populated from the planned expenses table. States can use this table to extrapolate figures, but cannot submit the form until 100% of Federal additional funds under the "Allocation or Target" column has been removed.

## SNAP Employment and Training Funding Sources

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$508,365.00	\$508,365.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds	\$0.00	\$0.00	\$0.00	
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	
Federal	Total - All 100 Percent Funds	\$508,365.00	\$508,365.00	\$0.00	
Federal	50 Percent Administrative		\$7,178,270.74		
Non-Federal	50 Percent Administrative		\$7,178,270.74		
Federal	50 Percent Participant Reimbursements		\$812,249.75		
Non-Federal	50 Percent Participant Reimbursements		\$812,249.75		
Federal	Total 50 Percent Federal Target	\$10,540,994.00	\$7,990,520.49	(\$2,550,473.51)	
	<b>Total</b>	\$11,049,359.00	\$16,489,405.98		

**Total Fiscal Year Plan Funding**

<b>Funding Sources</b>	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
100 Percent Federal Grant		\$508,365.00	\$508,365.00
ABAWD Pledge Grant		\$0.00	\$0.00
50 Percent Administrative	\$7,178,270.74	\$7,178,270.74	\$14,356,541.48
50 Percent Dependent Care	\$12,750.00	\$12,750.00	
50 Percent Transportation/Other	\$799,499.75	\$799,499.75	
50 Percent Total Participant Reimbursements	\$812,249.75	\$812,249.75	\$1,624,499.50
Total 50 Percent Funds	\$7,990,520.49	\$7,990,520.49	\$15,981,040.98
<b>Total</b>	\$7,990,520.49	\$8,498,885.49	\$16,489,405.98

**PLEDGE TO SERVE ALL ABAWDS**

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).

Is the State agency pledging to offer qualifying activities to all ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i)?

Yes

No