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A. Cover Page and Authorized Signatures

State: Mississippi

State Agency Name: MS Department of Human Services

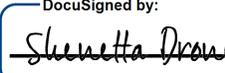
Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): August 15, 2024

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

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Certified By:

DocuSigned by:

9AEA1F58990149C...
 State Agency Director (or Commissioner)

Date

Certified By:

DocuSigned by:

580AF7E5F1314F9...
 State Agency Fiscal Reviewer

Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

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

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

Table B.I. Amendment Log

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

C. Acronyms

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

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

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
APHSA	American Public Human Services Association
AE	Adult Education
BEAM	Broadband Expansion and Accessibility of Mississippi
CaseMod	Case Management Module
CBO	Community-Based Organization
CFR	Code of Federal Regulations
CRA	Community Resource Advocates
DWDPM	Division of Workforce Development and Partnership Management
EAE	Division of Economic Assistance Eligibility
E&T	Employment and Training
ETPL	Eligible Training Provider List
FFY	Federal Fiscal Year
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
Hinds CC	Hinds Community College (HCC)
HUD	Housing and Urban Development
ICP	Individual Care Plan
ITO	Indian Travel Organization
LWDA	Local Workforce Development Area
MAVS	MAVERICS, the MS Application Verification Eligibility Reporting and Information Control System
MBCI	Mississippi Band of Choctaw Indians
MCCB	Mississippi Community College Board
MDES	Mississippi Department of Employment Security
MDHS	Mississippi Department of Human Services
MDRS	Mississippi Department of Rehabilitative Services
MDOC	Mississippi Department of Corrections
MDOT	Mississippi Department of Transportation
NCRC	National Career Readiness Certificate
NOFO	Notice of Funding Opportunity

Acronym	Acronym Definition
PDD	Planning and Development District
RJI	Refill Jackson Initiative
S2W	Skills2Work, Mississippi's E&T Third-Party Partnership Program
SMI	State Median Income
SNAP	Supplemental Nutrition Assistance Program
SWIB	State Workforce Investment Board
TA	Technical Assistance
TANF	Temporary Assistance for Needy Families
TWP	TANF Work Program
UI	Unemployment Income
USDA	United States Department of Agriculture
WBL	Work-Based Learning
WIOA	Workforce Innovation and Opportunity Act
WORE	Work Registration Screen

D. Assurances

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

Table D.I. Assurances

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

Table D.II. Additional Assurances

The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.	Check Box

Mississippi FY 2025

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I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	<input checked="" type="checkbox"/>
II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	<input checked="" type="checkbox"/>

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

Summary of E&T Program

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

The Mississippi Department of Human Services will create a prosperous Mississippi by empowering Mississippi families to become self-sufficient through the necessary resources and support, while serving as good stewards of the public funds entrusted to the agency. The mission of the Mississippi Department of Human Services offers Mississippians, young and old, tangible help today to create lasting hope for tomorrow.

The vision of the Mississippi Department of Human Services’ (MDHS) Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program is to provide SNAP recipients with opportunities to gain skills, training and education to meet the needs of Mississippi’s current employers, attract new industry, and build Mississippi’s economy.

MDHS has established workfare sponsor partnerships in each region of the state at both public and non-profit agencies. Workfare sponsors help to strengthen relations with residents and expand resources within the communities. The sponsors provide soft-skill, and some hands-on, training opportunities to locals that can lead to building a stronger workforce for the community. Sponsors are also fulfilling a philanthropic duty by providing a service to residents in efforts to remedy and/or eliminate food insecurities.

MDHS offers education/training opportunities statewide through the Skills2Work partner network. The network currently includes one community college that offers and provides education and training courses in-person and online. The online attendance option provides eligible participants in various regions of the state opportunity to receive training where otherwise inaccessible.

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

The State’s E&T program is administered at the State level.

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

N/A

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Click or tap here to enter text.

Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

Mississippi’s E&T program will operate statewide. Statewide operations provide all SNAP participants an opportunity to receive services and supports that are available and beneficial to obtaining self-sufficiency and a sustainable economic status. Per MS state law, participation in the state’s SNAP E&T program is mandatory for all non-exempt Able-Bodied Adults without Dependents (ABAWD). MS will allow use of the State Exemption when it is determined that there is not an acceptable and/or accessible E&T component in the area. MS will maintain voluntary E&T participation for all other eligible work registrants in the state.

Provide a list of the components offered.

Education, Integrated Education and Training, Job Retention, Work Readiness Training, Workfare

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

<https://www.sos.ms.gov/adminsearch/ACCCode/00000331c.pdf>

Program Changes

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

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

Effective April 1, 2024, all counties in the state resumed compliance with the ABAWD Time Limit. Effective FY 2025, all non-exempt ABAWDs in the state will be required to participate in the SNAP E&T program, if they do not otherwise meet an exception and/or are granted exemption. MDHS will operate a mandatory SNAP E&T program for non-exempt ABAWDs statewide and maintain a voluntary E&T participation option for all other eligible work registrants. Non-exempt ABAWDs will be referred to the SNAP E&T program to meet their SNAP general work requirement and the ABAWD time limit work requirement.

Individuals referred to the SNAP E&T program can engage in Education, Integrated Education and Training, Work Readiness Training and Job Retention activities through the Skills2Work

(S2W) Partner Network, if/when participation is deemed appropriate, and the activity is accessible.

Referable ABAWDs will be placed in a Workfare activity in the local county, if appropriate and accessible. The *State Exemption* will allow eligibility staff to exempt ABAWD participation in E&T when it is determined that there is not an acceptable and/or accessible E&T component or slot available in the area.

The discretionary exemption will be allowed for ABAWDs when the agency has expended its efforts, all available resources are deemed exhausted, and/or slot availability is limited or nonexistent in the area. The discretionary exemption will also be allowed in a benefit month when an ABAWD's placement in an E&T activity may be deferred for up to 30 days or less.

When it is determined that the agency must grant an ABAWD the discretionary exemption beyond one benefit month due to limited slot availability, the ABAWD will be exempted from E&T participation using the *State Exemption* not to extend beyond the four-month certification period. The ABAWD will remain responsible for meeting their monthly work requirement in another way or accrue a countable month.

In instances when an ABAWDs E&T activity placement is subject to deferral for a period longer than one full-benefit month, 30 days or more, eligibility specialists may grant the ABAWD *State Exemption*, not to be extended beyond the four-month certification period. The ABAWD will remain responsible for meeting their monthly work requirement in another way or accrue a countable month.

An ABAWD engaged in Skills2Work through the community college network in non-career/technical education program activities will be granted discretionary exemption for the full benefit month in which S2W participation and/or course enrollment will be interrupted for a period of up to 30 days following the last scheduled day of course activity due to a scheduled school semester/term break or closure.

An ABAWD engaged in Skills2Work through the community college network that will experience a temporary interruption in participation or attendance for a period of 31 days or more will not be granted discretionary exemption and instead referred back to MDHS for placement in another activity/component to meet their monthly requirement, until S2W participation and/or course enrollment is scheduled to resume.

DWDPM has adopted a new standard operating procedure related to onboarding Workfare Partners. DWDPM designated field staff will identify potential workfare sponsors and determine if a viable and allowable SNAP E&T workfare component and opportunity exists. DWDPM will introduce the MDHS EAE County Director to the entity's lead contact person, confirm provider capacity (number of available slots), identify EAE point(s) of contact, and establish the effective date/time to begin partnership. The MDHS EAE County Office Director will maintain

a record of the original, signed workfare agreement in the County Office. A copy of the agreement will also be provided to the DWDPM and the Workfare Sponsor. DWDPM will maintain an electronic record file of all signed and active Workfare Partner Agreements in the State. MDHS EAE County Office Directors, or designated county staff, will maintain a running record of provider capacity (number of available slots) within the county. DWDPM will update the Workfare Sponsor Agreements listing as new partners are onboarded or terminated and store the record in iManage WorkSite for review. A notice of update to the Workfare Sponsors will be provided to Economic Programs staff via electronic bulletin or memorandum. The goal of this standard is to streamline responsibility for identifying opportunities for ABAWDs to engage in E&T and meet the ABAWD work requirements.

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.

During the FY 2023-24, ABAWDs engaging in non-career/technical education program activities in S2W through the community college network experienced breaks in participation due to school closure and courses not being offered. The agency, S2W partner and ABAWDs were faced with the burden of identifying alternative activities to allow the ABAWD to meet their monthly work requirement. At the end of the spring semester, ABAWDs graduating from a program and/or enrolled in courses that are not scheduled to begin until up to 30 days or less following the semester’s end are faced with the burden of identifying a short-term activity that will allow the individual to meet the monthly requirement during the S2W disengagement period. This short-term break and reporting turnaround were also identified as a potential administrative burden for MDHS EAE staff. For many of the ABAWDs, identifying and engaging in an alternative activity was a burden due to the absence of supportive services. This caused the ABAWD to accrue a countable month. Therefore, the agency decided, in the best interest of all parties, to grant the ABAWDs in non-career/technical education program activities in S2W through the community college network discretionary exemption for the one full benefit month of up to 30 business days or less occurring during a period of S2W activity/course disengagement.

The State Exemption will be used to exempt ABAWDs from E&T participation in areas of the state where E&T slots are unavailable and/or activities are inaccessible.

Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector;

community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

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

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

Under Mississippi Senate Bill 2723, all state agencies vested in workforce development are required to collaborate with AccelerateMS with Mississippi's State Workforce Investment Board (SWIB) as advisor. AccelerateMS meetings have included Yolanda Boone, Garrett McInnis, Ryan Miller, Mary Ann Meyers, Dr. Courtney Taylor, Bree Wheeler, Burl Cain (MDOC), Alison Hawkins (SMPDD), Chris Howard (MDRS), Robin Parker (CMPDD), Robin Stewart and Laura Ring (MDES), Lora Tatum (MDHS), Terry Treadaway (TRPDD), and Mitzi Woods (SDPDD).

Meetings have included discussions on the following:

1. MDHS SNAP E&T program, Skills2Work, and the roles of MDHS Skills2Work partners, Hinds Community College and Refill Jackson Initiative – MDHS will continue to educate partners on the technical aspects of the program, and TRPDD, MDES, and AccelerateMS seek to assist MDHS in expanding our E&T program;
2. AccelerateMS placed career coaches in K-12 schools across the state to provide career counseling to students who do not want to pursue traditional postsecondary education at the state's universities. AccelerateMS has career coaches in all 82-counties of the state, and there are currently more than 100 within school districts statewide.
3. MDHS placed Community Resource Advocates (CRAs) in several counties to provide SNAP participants with necessary referrals and resources to mitigate barriers to education, training, and self-sufficiency; CRAs are a part of a new initiative for the state agency. Upon expansion, CRAs will be in each of the agency's nine regions of the State.
4. Development of the State Strategic Plan and the WIOA Combined Plan;
5. Our last meeting was held June 5th at the MS Department of Employment Security and centered around data reports that we would like to create from our combined systems; and

6. AccelerateMS hosted the annual Horizon Conference August 20th-22nd where statistical information on Mississippi's employment needs were discussed. Due to conflicts, DWDPM was unable to attend the conference but did participate as a vendor. DWDPM plans to discuss outcomes at the next State Workforce Development meeting.

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

DWDPM, along with MDES, continuously seek to expand workfare sites throughout the state. This provides opportunity to talk with employers and gauge their needs. AccelerateMS and the SWIB are also workforce consultants.

Coordination

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

Special State Initiatives: Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

In order to effectively align the E&T program with WIOA and State workforce sector strategies, MDHS utilizes the Smart Start Career Pathway. The Office of Adult Education (AE) administers the Smart Start classes - a combination of basic, necessary skills and career counseling which aligns with the skill needs of local industries. Additionally, Smart Start is embedded in curriculum for Career and Technical Education (CTE) and Workforce Skills Training programs offered in-person and virtually (statewide) through the fifteen community colleges and funded by WIOA. Hinds Community College (HCC) cost allocates for administrative cost associated with SNAP E&T recipients in the program. Smart Start is also offered through Refill Jackson Initiative at no cost to the participant. Smart Start prepares individuals for the National Career Readiness Certificate (NCRC). Participants who complete all requirements with a bronze or higher level for the Smart Start Career Pathway (which includes achieving a NCRC) will receive an official Mississippi Smart Start Credential and up to three (3) hours of college credit awarded by the MS Community College Board. Mississippi industries recognize this credential. There is no charge to a participant for a Smart Start class.

In addition to accessing the Smart Start Career Pathway, SNAP recipients can connect with job placement and job referral services through WIOA partners such as Mississippi Department of Employment Security (MDES) at the WIN Job Center, Adult Education (AE), and Mi-Best

Programs through the Mississippi Community College Board (MCCB) and services needed to overcome barriers resulting from disabilities to employment through Mississippi Department of Rehabilitation Services (MDRS). MDES' Mississippi Works (MSWorks) is an online job search system that allows job seekers to create a free profile/resume, search for job openings, apply for jobs, and in real time, compare their skills to those required by an employer. Job seekers can also filter their search within a certain radius or county. Employers can post job openings and invite job seekers to apply for openings.

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

MDHS works with community colleges and other training providers through WIOA, including MCCB/AE, to provide occupational training for participants enrolled in SNAP E&T. SNAP E&T participants, enrolled in WIOA Title I training, will receive training through courses listed in the MDES Eligible Training Provider List (ETPL) based on labor market needs in each local area. Through the SNAP E&T program, some SNAP recipients will receive training through participating community colleges that combines necessary (soft skills) training with occupational training. Training funded by other partner funds may come from any provider meeting MDHS's policies.

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

- Yes
- No

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

DWDPM uses TANF funding to provide a continuum of services to youth and adults throughout Mississippi. These services include After-school Program Activities, Parenthood Initiatives, Workforce Training and Education Programs, and Support Services. This alignment, along with the Skills2Work program, reduces the overall incidence of poverty and helps to increase self-sufficiency. After-school Program Activities are designed to help prevent and reduce out-of-wedlock pregnancies, while also preparing youth for the workforce through tutoring, mentorships, community pride, STEAM projects, financial literacy, family dynamics, and post-secondary education/career guidance. Parenthood Initiatives encourage the formation and maintenance of two-parent families while providing education around healthy relationships, parenting, finance, workforce training and barrier mitigation. In determining the best use of

Federal TANF funds, MDHS issues Request for Proposals (RFP) to solicit non-profit organizations and non-federal entities, in multiple locations across the state, for developing strong collaborative relationships to serve as the vehicles for delivery of these services and supports. Additionally, innovative wrap-around services are continually presented in scopes of service. MDHS may contract with public and/or private entities to provide services under TANF initiatives to assist families, end welfare dependency, and become self-sufficient.

Although SNAP E&T funding cannot be used to serve TANF recipients, in efforts to assure transitional TANF recipients who cease to receive cash benefits due to income still receive vital employment and training services, MDHS in conjunction with federal and state partners developed a Continuum Services Model. The purpose of the Continuum Model is to encourage recipients to engage or remain engaged in career and technical programs or workforce skills training through SNAP E&T. Additional services and resources may be available through WIOA funded programs. Earning stackable credentials can help individuals move from entry level jobs to middle-skill jobs keeping the family from cycling back into the TANF program. The receipt of TANF transitional supportive services (childcare and/or transportation) will help meet the basic needs of the family so the adult can focus on his/her Success Plan.

Other Employment Programs: Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

MDHS refers individuals with childcare needs identified as barriers to employment and training to the Division of Early Childhood Care and Development (DECCD) for childcare vouchers.

Consultation with Indian Tribal Organizations (ITOs)

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

Did the State agency consult with ITOs in the State?

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

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Name the ITOs consulted.

MS Band of Choctaw Indians (MBCI) – MDHS has reached out to MBCI on several occasions and received no response. The tribe has consistently failed to respond to multiple requests for consultation. We will utilize relationship with Tribal TANF representative(s) for assistance in connecting with Tribal SNAP E&T representative(s).

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

MS was not successful in making connection with the Tribe’s representatives to conduct consultation. The following attempts were made:

Date of Contact	Mode of Contact	Person Contacted	Outcome
6/19/2024	Phone call Email	Terry Ben	Received no response
6/25/2024	Phone call Email	Terry Ben Thomas Ben	Received no response
7/8/2024	Phone call	Debra Henry Terry Ben Thomas Ben	Spoke with Debra Henry who advised that we would need to speak with either Terry Ben or Thomas Ben. We spoke with Mr. Bens' administrative assistant who advised that they were both in a meeting and would return our call later. We did not receive a phone call.
7/10/2024	Email	Terry Ben Thomas Ben Debra Henry	Received no response
7/11/2024	Email	Terry Ben	Received no response
7/29/2024	Phone call	Terry Ben Thomas Ben	Received no response
7/29/2024	Email	Miriam Edwards	Ms. Edwards advised that she would try to assist us with connecting with Terry Ben or Thomas Ben. No response was received.
9/25/2024	Email	Heriberto Marinez, FNS	Out of office until 9/30/2024

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10/1/2024	TEAMS (1:00p - 1:16p (CST))	Heriberto Martinez, FNS	Informed DWD staff that he made contact with representative, Misty Brescia, MBCI POC, misty.brescia@choctaw.org, 601-663-7532. Brescia advised that agency reach out to her by phone on Friday or Monday, as her schedule is very tiding this week. Stated Brescia is Dir. of Office of Public Admin., working very closely with the Tribe's Chief. Advised when there is a change in leadership it may cause delays in inability to consult. Advised DWDPM to make phone call on Friday or Monday of next week, and she may be more readily available via email.
10/1/2024	Email	Misty Brescia	Received no response
10/4/2024	Phone call (11:00a/1:30pm (CST))	Misty Brescia	Spoke with Misty Brescia stated that Thomas Ben, Terry Ben, and Debrah Henry would be our point of contacts in regard to SNAP E&T and the state plan. Requested another email with the requested information and stated that she would forward my email to all three POCs and cc their boss to ensure we receive a response. Did not advise on any dates or times that we could meet as we will have to set that up with one of the POCs.
10/7/2024	Phone Call (2:48pm)	MBCI Public Affairs - Leandria, Secretary	Spoke with Leandria who stated Misty was out to lunch. Advised to submit a follow-up email to correspondence previously sent. K. Jackson left name and contact number requesting call back.
10/8/2024	Email	Misty Brescia	Follow-email sent.
10/9/2024		Misty Brescia	No response received to email sent 10.8.2024 contact attempt

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

Yes

No

V. Utilization of State Options

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

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

Mandatory per 7 CFR 273.7(e)

Voluntary per 7 CFR 273.7(e)(5)(i)

Combination of mandatory and voluntary

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

Applicants per 7 CFR 273.7(e)(2)

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

Categorically eligible households per 7 CFR 273.2(j)

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

Yes

No

VI. Characteristics of Individuals Served by E&T

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

Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in

their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H ‘Estimated Participant Levels’ Sheet of the Excel Workbook.

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

All non-exempt ABAWDs are required to participate in the SNAP E&T program. Non-exempt ABAWDs are those SNAP recipients that are not meeting a work registration exemption, not working or meeting their monthly work requirement.

The *State Exemption* will be used when SNAP E&T workfare and/or S2W components and slots have been determined as unavailable and/or inaccessible. MDHS has executed workfare agreements across the state. Non-ABAWD, work registrants will be exempt from mandatory E&T participation. Exempt ABAWDs and work registrants meeting a federal work registration exemption may volunteer for participation in E&T when it has been deemed appropriate and criteria for eligibility is met. Volunteer participation will be limited to SNAP E&T Skills2Work (S2W) activities.

Qualifying participants will receive the \$80 monthly support stipend from MDHS. Additional supports are available and provided by the S2W Network Partners. MS currently has two S2W partners – Hinds’ Community College (HCC) and Refill Jackson Initiative (RJI).

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

The State will re-evaluate exemptions from mandatory participation E&T quarterly.

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

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

- Those that reside in rural areas
- Other: Volunteers

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

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

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

The Divisions of Economic Programs, Division of Workforce Development and Partnership Management (DWDPM) and Division of Economic Assistance Eligibility (EAE) administer the SNAP E&T Program statewide.

DWDPM is responsible for establishing and issuing standard operating procedures, FNS compliance related to SNAP E&T (including the E&T state plan), implementation of E&T policy statewide, identifying potential SNAP E&T partners, and managing the onboarding and contractual relationships with Skills2Work (S2W) and non-S2W partners. E&T policy changes are implemented at the state level and communicated to EAE specialists via bulletin(s), memorandum(s), and training(s), as appropriate.

DWDPM field staff is assigned to four workforce districts within the state, operating and servicing all 82 counties. The field staff identifies and recruit workfare sponsors and Skills2Work partners. Skills2Work partner onboarding is executed by DWDPM’s director and appointed state office staff. The field staff is responsible for maintaining partnership relations in their respective districts, providing technical assistance and training to EAE staff, Skills2Work partners, and prospective E&T partners. The field staff collaborates with state office staff to monitor E&T program operations including ABAWD compliance, Skills2Work participation, billing rosters, communications between the eligibility staff and S2W partners, and provide additional assistance as needed.

Economic Assistance Eligibility (EAE) staff is responsible for SNAP eligibility determination and SNAP program general operations. EAE County Office Directors and/or designated supervisors provide overall supervision of EAE staff in the designated county. Responsibilities include but are not limited to conducting review of SNAP cases to ensure accuracy in policy application, eligibility determination, screening for referrals and exemptions, proper coding, and benefit issuance.

Economic Assistance's Eligibility Specialists are responsible for determining initial/ongoing SNAP eligibility, screening for work registration status and applicable exemption(s), screening for appropriateness of referral to E&T, completing E&T referral, conducting E&T orientation/assessment, and providing case management which includes but is not limited to E&T activity assignment/placement, monitoring and tracking slot availability and participation. These functions are accomplished in accordance with SNAP E&T policy as issued by DWDPM. Each specialist is assigned a distinct role and responsibility in the processing SNAP applications and role in SNAP E&T program. Role assignment(s) may be adjusted due to county caseloads and/or staffing needs.

MDHS' Community Resource Advocates (CRA) are responsible for providing support, advocacy and resource connections to SNAP ABAWDs.

Communication about E&T Skills2Work participants is primarily between the S2W partners' lead navigators to designated DWDPM field staff and EAE staff. The more complex questions are elevated to the DWDPM state office staff.

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

In addition to the issuance of bulletins and memorandum regarding E&T policy issued by DWDPM to EAE, both EAE and DWDPM staff have access to the MS Application Verification of Eligibility Reporting and Information Control System (MAVERICS) and CaseMod, the case management system. Each case record is documented in MAVERICS (MAVS) on the Interactive Interview Documentation (IIDO) Screen and Case Documentation (CADM) Screen. CaseMod is also documented per individual and used as a platform to exchange information and facilitate communication about a participant.

Referral to E&T is completed by an assigned eligibility specialist during the certification process. The eligibility specialist secures an appointment for a referable individual to attend orientation/assessment through verbal contact with an E&T assigned Eligibility Specialist. The Eligibility Specialist assigned to E&T will determine continued eligibility for SNAP and SNAP E&T program participation at recertification. Before the individual is placed in an activity, slot availability is confirmed through communication with the workfare sponsor, DWDPM, and/or the Lead Navigator of a Skills2Work partner. Eligibility staff is aware of available components

and available slots per county from a provider list maintained within the county office; the list is updated as changes occur. S2W partner information is updated by DWDPM and posted in iManage Worksite. Appointments are documented in MAVS and issued to the individual verbally, and in writing via the F936 MS SNAP Work Requirements Notice under the SNAP E&T Work rule and/or the ABAWD Time Limit rule indicating the date/time of the appointment at the local office.

Skills2Work partners utilize the SNAP Employment & Training (E&T) Communication Form to request information or report changes in SNAP eligibility or participation via electronic submission (encrypted email). The DWDPM field staff monitors all communications between the EAE county office staff and the Skills2Work Partner, providing assistance as needed.

Workfare sponsor agreements and slot availability are maintained within the county office and designated DWDPM state office, or field staff. Although record of all partnership(s) and partner capacity (slot availability) are maintained by DWDPM staff upon securing an agreement, DWDPM does not currently have the administrative capacity to track when slots are filled and/or vacant monthly. Monthly tracking of when slots are filled and/or vacant is the responsibility of the EAE county office staff. During FY 2025, DWDPM will work collaboratively with EAE to develop and implement a process of reporting on the number of slots filled and available regionally, per county.

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

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

CaseMod, a web-based application, allows for E&T participant data, as well as E&T related activities to be captured and reported. MDHS staff and S2W partners have granted access to various parts of the module according to the user’s role.

The SNAP E&T Communication Form is used to provide written documentation of contact between MDHS and the E&T provider when requesting or reporting information regarding a SNAP E&T participant or interested applicant(s). The form is shared electronically between the entities through encrypted email including any supporting documentation.

Non-S2W providers, which include workfare sponsors and comparable workfare providers, do not have access to CaseMod. Information about SNAP E&T participants engaged in activities beyond the scope of S2W is shared via telephone communication, encrypted email submission, the SNAP E&T ABAWD Work Requirement Referral Letter, the SNAP E&T Communication Form

Workfare/Comparable Workfare Monthly Attendance Report, and/or the SNAP E&T Participant Attendance Report. Communication between the MDHS staff, non-S2W site providers and S2W partners occurs as necessary or at least monthly.

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

MAVERICS (MAVS) supports the functions of eligibility determination, benefit issuance and case maintenance including but not limited to work registration designation, the ABAWD clock, SNAP E&T referrals, exemptions, program disqualifications, appointments, notices issued and accompanying case record documentation. MAVERICS, or MAVS, system also interfaces with CaseMod.

E&T referrals are made in MAVERICS, and the individual’s case profile is sent to CaseMod. Designated MDHS eligibility staff and S2W provider staff document the results from the E&T assessment, create E&T activity assignments, track participation, issue support stipends, record goals/barriers/credentials, document non-compliance and monitor the E&T progress in CaseMod.

CaseMod sends an alert to MAVS when a non-compliance note is entered. Additionally, if/when an individual’s SNAP eligibility status changes in MAVS from eligible to ineligible, access to an E&T participant’s record in CaseMod is disabled.

CaseMod was not designed to nor has the capability to generate appointment notices and/or notices of adverse action to households. Eligibility staff is responsible for the generation of all notices, with exception to select system -generated notices.

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

Policy, procedures and other information is communicated to MDHS staff and applicable partners, including S2W providers, via electronic transmission of bulletins and memorandums statewide. Guidelines and trainings are provided via Zoom, Microsoft TEAMS meetings and/or in-person. In some instances, policy and procedure changes are provided to workfare sponsors through direct verbal communication from the county director, or designated EAE staff.

4. Describe the State agency’s process for monitoring E&T partners’ program and fiscal operations. Include plans for direct monitoring such as visits, as

well as indirect monitoring such as reviewing program data, financial invoices, etc.

DWDPM provides technical assistance, program oversight, and programmatic reviews for Skills2Work (S2W) partners via phone, correspondence, digital media, and on-site visits. The purpose is to ensure each partners’ programs are functioning within the guidelines of SNAP E&T policy and adhering to the terms as set forth in the Scopes of Work and Budget Narratives within the Subgrant Agreements between MDHS and the partners. DWDPM and the partners agree upon a date and time for each visit to be held. During a review, a designated DWDPM staff conduct a random sampling review of participant files. Using the MDHS Technical Assistance Programmatic Tool, each file is tested for compliance and authenticity. After the completion of the review, DWDPM submits a detailed letter to the partner noting and/or identifying program areas of concern, if any at all. The partner has thirty (30) days to respond with a corrective action plan, if applicable.

DWDPM’s fiscal team will conduct random sampling of SNAP E&T partners’ claims for compliance and transactional allowability. The fiscal team also provides technical assistance.

The MDHS’ Division of Monitoring within the Office of Compliance conducts yearly fiscal and scaled programmatic visits for each sub-grantee on site and/or via desk review.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

DWDPM provides training and technical assistance to both EAE staff and S2W partners throughout the year. The DWDPM field staff conducts monitoring visits to assess the programmatic operations of partner programs to ensure compliance with E&T regulations. Suggestions on improvement are provided, and invited, as deemed appropriate. E&T participant activities are tracked, monitored and maintained in CaseMod.

Reports are generated monthly from CaseMod help to provide an overview of the partner’s efficacy in influencing SNAP participants’ ability to reach self-sufficiency. The reports provide values for assessing performance outcomes such as the number of participants enrolled versus the number of successful completions or the number of participants that receive a credential. A review and comparison of performance is completed annually, within third quarter and prior to plan renewal, to forecast E&T service performance and capacity for the following year.

CaseMod tracks this information from each individual E&T participant and generates a Caseload Report on a daily basis. DWDPM also obtains closeout reports and “success stories” from Skills2Work partners at the end of each one-year grant cycle. MDHS has initiated a five-year strategic plan that adopts measures to more closely track E&T participant outcomes after obtaining a career credential, i.e. initial employment, sustained employment beyond six (6) months, and increase in earning potential.

VIII. Screening for Work Registration

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

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

DEAE staff conducts the certification interview, by telephone or in-person, and determines SNAP eligibility. Individuals are work registered when an application for SNAP/TANF is signed and submitted for eligibility determination. During the certification interview, the eligibility specialists screen the applicant to determine if the individual is in fact a work registrant and subject to work requirements. The eligibility specialist explains applicable work requirements to the individual using the MS SNAP Work Requirements Oral Script and provides this information to the household in writing via through the F936 MS SNAP Work Requirements Notice following certification. The F936 MS SNAP Work Requirements Notice (consolidated work notice) is issued within 24-hours of SNAP case approval. If the case is pending additional verification for eligibility determination, the F936 is then released within 24-hours of SNAP case approval upon receipt of requested information.

Eligibility specialists must inform SNAP eligible households of the following: obligation to meet work registration requirements, the SNAP work rules and requirements as a condition of eligibility, the ABAWD time limits, and available employment and training opportunities. Eligibility specialists must make every attempt to verify household circumstances through data matching, mailing or uploading verification. When an eligibility specialist identifies an ABAWD, the individual is then screened for exception or exemption from the monthly work requirements. The consolidated work requirements notice is issued to all households with individuals subject to the work requirements.

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

Eligibility specialist work registers all non-exempt individuals for work at the time of certification and/or recertification when the application is signed and submitted. The individual and the case are coded according to the individual’s registration designation on the Work Registration (WORE) screen in MAVERICS. Work registration is prerequisite to certification. The eligibility specialist documents the case record affirming all household members have been screened and registered for employment on the Interactive Interview Documentation (IIDO) screen and the Forms/Explanation (FOES) screen in MAVERICS. A copy of the SNAP/TANF application is scanned into the individual case records located in iManage Worksite.

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

The eligibility specialist orally explains the work requirements, rights, responsibilities, and penalty for failing to comply with individuals during the certification interview. The individual is provided a written explanation via the MS SNAP Work Requirements Notice following certification completion via mail and/or email. The explanation and notice are also provided at recertification, when there is a change reported in certification which causes an individual to lose exemption, or when circumstances are such that work registration is required prior to the end of the recertification period.

Eligibility specialists provide households with copies of the MDHS-EA-507 Facts about the SNAP Program brochure, MDHS-EA-563 SNAP E&T Participation Acknowledgement Form, and MDHS-EA-565 ABAWD brochure which include information about the work program rules, reporting requirements and the penalty for failure to comply. The EA-507 and EA-565 brochures are sent as an attachment with appointment notices issued to the household applicants. EA-507 & EA-565 are issued the same day an appointment notice is issued, timing may vary based on when an application is received. The F936 MS SNAP Work Requirements Notice (consolidated work notice) is issued within 24-hours of SNAP case approval unless the case is pending additional eligibility determination information. If the case is pending additional verification for eligibility determination, the F936 is then released within 24-hours of SNAP case approval upon receipt of requested information.

IX. Screening for Referral to E&T

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

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

Eligibility staff screen individuals for the following in making the determination of appropriateness for referral to SNAP E&T:

- Highest level of education completed (to assess reading, writing and arithmetic proficiency)
- Mental or physical limitations
- Employment status and/or history
- Access to transportation
- Access to computer(s) and the internet
- Interest in participating in an activity that would increase their employability or advance their skillsets.

Lack of, or the absence of, any of the above-mentioned items will not preclude participation; eligible participants are assessed on a case-by-case basis. Participants must be a resident of the State of Mississippi.

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

MDHS' eligibility specialists use the MS SNAP Work Requirements Oral Script during the certification interview to guide the conversation with applicants about the benefits of participating in SNAP, applicable work requirements, reimbursements, and the SNAP Employment & Training (E&T) program. The screening questions are designed to determine an individual's suitability for participation in E&T, the need for support services, determining how the individual may benefit from participating, and the likelihood of success from participating in E&T components.

Eligibility specialist review and explain the MDHS-EA-563 SNAP E&T Participation Acknowledgement form with individuals during the work registration status screening portion of the interview. The MDHS-EA-563 provides a summarized explanation of the available services, opportunities, resources and applicable work responsibilities of the household, and is used to acknowledge the household's understanding of the SNAP E&T program. Individuals identified as non-exempt ABAWDs cannot decline E&T participation without good cause. Non-exempt ABAWDs must provide good cause for failing/refusing to participate in E&T including but not limited to evidence of meeting their work requirement in some other way, if they are not otherwise granted exemption through the State Exemption.

If an individual is found inappropriate for E&T participation, the individual is exempted from participation using the State Exemption, or other applicable exemption. The ABAWDs that are exempted from E&T participation will be granted good cause and will not be subject to an E&T disqualification for failing/refusing to comply with E&T participation requirements when there is not an available or appropriate E&T activity available, or expenses exceed reimbursement.

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

Upon receipt of a referral request, the eligibility specialist reviews the case record and documentation in MAVERICS. The eligibility specialist will confirm responses to the screening questionnaire and make an appropriateness of referral to E&T determination. (If there are no documented responses to the questionnaire, the eligibility specialists will contact the applicant and complete the screening questionnaire to make an appropriateness of referral determination.) The eligibility specialist will notify the partner of the E&T participant's eligibility by updating the communication (referral request) form and returning it to the partner agency's point of contact; a copy is also sent to the supervisor and the appropriate DWDPM area email. The

updated communication form serves as MDHS' acknowledgement of receipt and provides notice of approval/denial of the individual's participation in the applicable E&T component. The DWDPM SNAP E&T staff monitors reverse referrals to ensure referral procedures are being followed.

How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

Individuals are informed about the opportunity to receive reimbursements during the certification interview using the oral script. When discussing E&T opportunities, the eligibility specialist provides a summary of the E&T program, available support services and benefits, and program participation requirements. If it is determined during the interview process that an individual's monthly expenses exceed costs associated with participation in E&T and/or the agency support stipend cap, the eligibility specialist documents the case record and applies the state exemption to the household record.

If referred to E&T, the assigned eligibility specialist informs participants about available reimbursements during the orientation/assessment session. If at the completion of assessment session, it is discovered that an individual's expenses are identified as more than the allowable and available reimbursement or supports, the referral to E&T is closed and the individual is granted an applicable exemption.

MDHS will provide support service stipends as long as state funds are available. When state funds are exhausted, MDHS will exempt participants including ABAWDs from E&T participation. Eligibility staff will be provided exemption instructions and notification of fund exhaustion and/or availability via bulletin and/or memorandum. Exemption from E&T participation due to expenses exceeding the reimbursement amount(s) or lack of available funding by the state will not relieve an ABAWD from meeting the 3/36 requirement.

The F936 MS SNAP Work Requirements Notice identifies individuals in the SNAP household that are subject to SNAP work requirements, applicable work requirements per individual and their responsibilities.

X. Referral to E&T

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

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

E&T participants receive verbal notification of referral completion and their responsibility to attend E&T orientation/assessment session before beginning an E&T activity during the certification process. MDHS' eligibility specialists use the MS SNAP Work Requirements Oral Script, to guide the conversation with applicants about the benefits of participating in SNAP, applicable work requirements, reimbursements, and the SNAP Employment & Training (E&T) program.

Following certification/recertification, participants receive a copy of the MDHS-EA-563 E&T Participation Acknowledgment Form and the F936 MS SNAP Work Requirements Notice. The MDHS-EA-563 E&T Participation Acknowledgment Form acknowledges and affirms individual understanding of the SNAP E&T program, applicable work requirements, and qualifications for reimbursements. The F936 MS SNAP Work Requirements Notice identifies individuals in the SNAP household that are subject to SNAP work requirements, applicable work requirements per individual and their responsibilities. The notice provides an explanation of exemptions from the work requirement(s), instructions on how to request an exemption (including contact information to request an exemption), the rights and responsibilities of each applicable SNAP participant, what is required to maintain eligibility under the work requirement, appointment date/time, time periods in which an individual must take action to remain in compliance, the consequences for failure to comply with the work requirement, an explanation of the process for requesting good cause (including examples of good cause circumstances and contact information to initiate a good cause request), and penalty periods applied for non-compliance.

During the orientation/assessment session, eligibility specialists provide information about the E&T program opportunities, service providers, available credentials and certifications, available support services, the importance of adhering to provider guidelines, attendance policy and contact information for the program administrators. Where available, S2W Provider Navigators are invited to present available program participation opportunities to E&T participants during the orientation/assessment appointment.

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

Skills2Work is primarily a (reverse) referral request process. MDHS currently has signed agreements with Hinds' Community College (HCC) and Refill Jackson Initiative (RJI) to provide E&T services. E&T S2W providers discuss with the participant eligible and available reimbursements prior to submitting a request to MDHS. Upon receipt of a referral request and approval, MDHS' EAE staff issues the F711 SNAP E&T: Skills2Work (S2W) Program notice acknowledging receipt of the individual's referral and welcome them into the program. Contact information for the eligibility specialist is included in the notice should the individual have any questions or concerns. Reimbursements are explained during the screening for referral appropriateness in the certification interview. The eligibility specialist notifies the provider via

the SNAP E&T Communication Form of the individuals' SNAP E&T approval or denial. Participants are notified of the referral decision, approval or denial, via mail, email and/or telephone notice from MDHS or the S2W partner. MDHS issues the F412 SNAP E&T Application Disposition for all S2W denials.

After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

Referred SNAP E&T participants are provided a notice of appointment to attend an E&T orientation/assessment session hosted by the local county office and facilitated by an Eligibility Specialists. Available E&T services providers and/or S2W program partner representatives are also invited to present information specific to their program to help educate, influence and encourage individual participation. Prior to attending the orientation/assessment appointment, individuals are required to register at MS Works <https://www.mississippiworks.org/>, an online employment service provided by the MS Dept. of Employment Security (MDES). If registration cannot be completed prior to the appointment, an eligibility specialist will assist the participant with profile setup and completion during the appointment. The assessment session(s) may take place via one-on-one in-person, or in a group, in-person setting at designated county office or location. Eligibility specialists complete the individual's employability assessment in CaseMod and develop a career plan, or pathway for successful activity participation and completion. Group orientations are recommended to accommodate time constraints for counties that may experience, or are subject to, an influx in referrals within any given month. Nevertheless, assessments are completed on an individual basis to maintain case and participant confidentiality.

Individuals may be exempted from E&T participation during orientation/assessment if/when referral to E&T is deemed inappropriate or other reasons including but not limited to expenses exceeding reimbursements, meeting a work registration exemption, slot unavailable or inaccessible, and/or participant withdrawal. Exemptions are assessed and granted on case-by-case basis.

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

Referrals to E&T are entered into the case record via MAVERICS on the Employment and Training (EMTR) Screen and sent to CaseMod through an overnight batch process. MAVERICS provides features to support agency staff, is updatable, and authorized users may inquire about the status of a case at any time. Upon certification completion, EAE County Director(s), or designated supervisors, assign cases to an eligibility specialist according to office procedures. The "Weekly Referrals to CaseMod" report is run weekly and published in iManage Worksite the following week. The report provides a record of all cases referred to E&T and opened in the

case management system in the week prior. Eligibility specialists use the report to assist with E&T caseload maintenance.

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

The SNAP E&T Communication Form is used to provide written documentation of contact between MDHS’ eligibility staff and the S2W provider staff when requesting, reporting and/or updating information regarding a SNAP E&T participant or interested applicant. The fillable form may be initiated electronically by MDHS or the S2W provider. The originating entity electronically completes the form and forwards it to the receiving entity. A copy, along with any supporting documentation, is scanned by MDHS’ eligibility specialist into a participant’s SNAP E&T folder in iManage WorkSite.

In addition to the communication form, updates on participant’s eligibility status, results of the E&T screening, referral appropriateness and associated information is exchanged via encrypted email with the partner agency navigator, or designated staff person, the county office supervisor, and the DWDPM area email address. Telephone calls between the MDHS staff and the S2W partner occur, as necessary. CaseMod is documented when contact with the participant occurs and is visible for both the MDHS and the S2W provider.

Workfare sponsors do not have access to CaseMod. The sponsor site supervisor, or designated staff, is notified of referral completion through the MDHS-EA-567 SNAP Employment & Training (E&T) ABAWD Work Referral Letter and/or direct verbal contact with an assigned eligibility specialist. Referred participants are required to present the referral letter to the site supervisor to make introduction, affirm placement, receive briefing on anticipated duties, and receive assignment schedule before beginning the activity. The number of hours an ABAWD individual is required to complete is determined by the eligibility specialist and communicated to the workfare site sponsor on the referral letter. The site supervisor confirms activity begin date, monthly completion, and the participant is responsible for ensuring the proof of activity compliance is submitted to the eligibility specialist by the 5th of the following month. If/when a participant fails to comply, the sponsor remits explanation to MDHS through verbal contact or written correspondence.

XI. Assessment

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

Does the State require or provide an assessment?

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

No (*Skip to the next section.*)

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

The SNAP Employment & Training Employability Assessment is completed by MDHS' Eligibility Specialist and S2W Lead Navigators. MDHS' Eligibility Specialist complete the assessment during the participant's E&T orientation appointment session. The responses and results of the assessment are entered into the CaseMod system. If CaseMod is unavailable at the time of orientation, a paper version of the assessment is utilized until CaseMod is available. Once CaseMod is available, the assessment responses are entered, and the paper assessment is scanned into the participant's electronic case record. E&T partners conduct the assessment upon an interested individual's completion of the S2W application. The application and assessment are sent to MDHS for entry into CaseMod via encrypted email. Both the eligibility specialist and partner navigator, discuss the results of the assessment with the participant, and use the information to establish a reasonable pathway to meet the individual's career goals. All participants are required to have a completed employability assessment prior to placement in a work activity in CaseMod.

All SNAP E&T workfare participants are assessed by a MDHS' Eligibility Specialist. If the workfare site sponsor supervisor, or designated staff, does not approve of an individual's placement following introduction, the individual is required to report back to the county office to provide verbal and/or written notice, be reassigned and/or granted exemption.

XII. Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

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

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

Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the

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[Click or tap here to enter text.](#)

component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

MDHS provides case management to all SNAP E&T participants engaged in any state approved E&T activity throughout the certification period(s), including S2W and non-S2W engagement. The eligibility specialist screens and refers eligible individuals to E&T for orientation and assessment. The assigned eligibility specialist completes the comprehensive assessment identifying barriers to successful completion, pathways for success in E&T, and develops an Individual Career Plan (ICP) for the participant. If barriers exist beyond resolve through MDHS supports within their certification period, the individual may exempt from E&T participation and/or referred to other services. MDHS' case management includes but is not limited to periodic assessment updates, monthly tracking and participation monitoring, support service issuance, discussing activity progress with the participant and other case actions as deemed appropriate.

Both the MDHS' eligibility staff and the S2W provider share case management responsibilities for E&T participants engaged in Skills2Work throughout the SNAP certification period. S2W partners' case management services include assessing participants at intake for program fitness, developing an ICP, tracking and monitoring participation, providing support services, initiating outsource referrals and documenting the case record in CaseMod. The need for additional case management and services are determined on a case-by-case basis. Case management is available and provided by both MDHS and its S2W partners via telephone and/or in-person.

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

Communication/Coordination with:

<p>SNAP eligibility staff:</p>	<p>The SNAP eligibility staff are MDHS’ Eligibility Specialists. Eligibility specialists maintain communication through telephone, email, and/or face-to-face communication. Eligibility specialists complete E&T referrals, complete orientation/assessment and E&T program placement. All SNAP eligibility staff have access to the case record within the MAVERICS system. Eligibility specialists utilize the system to determine eligibility, create referral, track and share information and/or updates on a SNAP participant including but not limited to their eligibility status, program progress, participation status, non-compliance, and/or exemptions discovered after referral.</p>
<p>State E&T staff:</p>	<p>State E&T staff maintain relation and communication with MDHS’ eligibility staff and S2W providers through telephone, email, and face-to-face meeting, if needed. The staff includes the DWDPM field staff located and available in the four workforce regions of the state. Field staff monitors E&T participants’ eligibility status, program progress and ensures accuracy in CaseMod data. The eligibility staff and field staff utilize the SNAP E&T Communication Form to document and report changes relevant to program participants or interested individuals. Information shared includes but is not limited to support stipend issuance, receipt of a credential, component reassignment(s), provider determinations, good cause request, and/or referral approval, denial or termination. Field staff is responsible for providing programmatic and technical assistance, as needed or requested, to include identifying workfare sponsor locations, providing training on policy and procedures, and/or providing eligibility staff support at E&T orientation/assessment sessions.</p>
<p>Other E&T providers:</p>	<p>Eligibility specialists maintain communication with other E&T providers through telephone, email, or in-person contact. The most common of providers in MS are workfare sponsors. Eligibility specialists use information from referral forms, sign-in/out sheets, and monthly attendance reports completed by the workfare sponsor’s manager/supervisor to monitor and provide oversight in a participant’s monthly involvement. The information is submitted monthly to the designated eligibility specialist to authorize available support services and/or make a determination of good cause when non-compliance is reported. The eligibility specialist may receive verbal or written notice from the site manager/supervisor.</p>
<p>Community resources:</p>	<p>Eligibility staff coordinate with local community resources through an electronic, partner referral system known as the WIOA Module/Hub. WIOA partners utilize a “no-wrong door approach”</p>

	<p>when serving participants. The system communicates in real time to make electronic referrals and share records on an individual.</p> <p>MDHS' Community Resource Advocates (CRA) assess needs, offer personalized case management, and connect ABAWDs with community resources to enhance their well-being and self-sufficiency. CRAs maintain up-to-date knowledge of community resources, including healthcare, housing, food assistance, legal aid, and other social services. Qualifying participants are referred to appropriate community resources and assist with navigating complex system services. CRAs provide ongoing case management, including follow-up and reassessment, to ensure clients are in receipt of appropriate support(s).</p>
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Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

<p>Case management services are available and provided to each E&T participant on case-by-case basis by both MDHS and its partners, as applicable. The level of services needed is specific to the individual and their individual situation. Communication between the participant and eligibility specialist occurs by phone contact or in-person meeting. Each interaction is documented in one or a combination of MAVERICS, CaseMod, and the SNAP E&T Communication Form. The SNAP E&T Employability Assessment is used to assist eligibility specialists carefully assess individual goals, needs and barriers to determine the best pathway to success. The assessment is updated annually, or as deemed necessary when changes are reported. Both MDHS and S2W partners share case management duties for those engaged in Skills2Work via the Communication Form and CaseMod Notes documentation. S2W providers interact frequently with the E&T participants engaged in their program and work closely with them to ensure the individual is making satisfactory progress. The CaseMod system provides the MDHS' eligibility specialists and S2W partners a centralized location to communicate, report out and document information relevant to participants. When deemed necessary, MDHS and the S2W partner work collaboratively to reformulate a plan of action most suitable for a participant reporting or exhibiting patterns of concern that may be known or indicated by case record documentation.</p> <p>MDHS Community Resource Advocates engage ABAWDs to provide an extension of case management services and take a closer look into the individual's needs, allowing MDHS to offer more targeted case management for the population. CRAs collaborate with local organizations, government agencies, and service providers to create a comprehensive support network; facilitating communication and coordination among various agencies to streamline service delivery and avoid duplication of efforts (in-network and out-of-network). Their focus is to assist clients in navigating complex systems to access services and available benefits, and to provide immediate assistance and support during emergencies.</p>
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XIII. Conciliation Process (if applicable)

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

Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

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

N/A

What is the length of the conciliation period?

N/A

XIV. Disqualification Policy for General Work Requirements

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

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

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

30 days

60 days

Other: Click or tap here to enter text.

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

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Click or tap here to enter text.

Yes

No

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

One month or until the individual complies, as determined by the State agency

Up to 3 months

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

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

Up to 6 months

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

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

Time period greater than 6 months

Permanently

The State agency will disqualify the:

Ineligible individual only

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

XV. Good Cause

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

Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency

reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

The eligibility specialist shall determine which household individual(s) is required to register for work or comply with work requirements during certification, recertification or when a change is reported. The eligibility specialist explains the requirements and identifies if refusal or failure to comply with requirements exists at the time of certification, recertification or when a change is reported. When it is determined that the individual(s) has failed or refused to comply with the work requirements, the Notice of Failure to Comply with Work Registration/Employment & Training Requirements is issued to the household. The notice instructs the individual identified to provide good cause verification within 10-days of receiving the notice. The individual(s) may submit verification through phone contact, in-person or electronic correspondence. If the individual(s) responds within the initial 10-days of notice but cannot provide supporting documentation at the time of reporting, the eligibility specialist may allow the individual up to ten (10) additional days to provide declared verification. In this instance, the individual will be provided a SNAP - Request of Information notice requesting the information specifically identified as necessary to making a good cause determination.

When there is discovery of failure or refusal to comply through conversation with the household or written documentation submission, the individual is given verbal explanation of the discovery and good cause determination is documented at that time. If additional documentation is needed, the individual is allowed time to submit verification; the notice of failure to comply and/or a request for information notice is issued. While the burden of proof is the individual's responsibility, the eligibility specialist may also utilize available resources to assist with making a good cause determination. Resource assistance may include but is not limited to submitting a request for employment verification form to an employer and/or making contact with an agency or provider representative. The case record is documented accordingly.

An individual failing to respond or comply with a request within the designated timeframe(s) is subject to disqualification from SNAP. If it is determined that the individual has good cause, no disqualification penalty is imposed. If good cause cannot be determined within the allowed 10-days, or designated timeframe, the SNAP- Notice of Adverse Action is issued to notify the individual of the disqualification. Individuals have up to ten (10) days to respond to the notice of adverse action and avoid disqualification being imposed.

Skills2Work providers notify the MDHS' eligibility specialist of non-compliance via the SNAP E&T Communication Form and documentation in CaseMod. Upon receipt, the eligibility specialist will take action as described above.

ABAWDs required to participate in E&T that fail/refuse to meet the E&T participation requirement will accrue a countable month AND face disqualification if good cause cannot be determined.

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[Click or tap here to enter text.](#)

ABAWDs meeting their monthly requirement but failing/refusing to meet the E&T participation requirement will not accrue a countable month or face disqualification when good cause can be determined.

Determining good cause may require up to 20-days following initial discovery to make a determination. Timeframe measured on a case-by-case basis.

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

Mississippi's criteria for good cause includes any circumstance beyond the individual's control including but not limited to illness, limited E&T slot availability, lack of adequate childcare and/or transportation.

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

MDHS' DWDPM field staff, in addition to MDHS' EAE County Directors, identify the number of available slots upon executing workfare sponsor agreements. Designated EAE staff, including supervisors, are responsible for monitoring E&T workfare participation and tracking slot availability. EAE staff maintain a log of available slots within the county in the office. Through direct verbal communication with site providers, an eligibility specialist can ensure slot availability is accurate prior to referring participants for placement. Slot availability is monitored monthly by eligibility staff, and/or designated supervisors. Updates to the listings occur as often as sites are added or removed and are shared with applicable EAE and DWDPM SNAP E&T staff.

The discretionary exemption is allowed for instances where cooperative ABAWDs cannot be placed due to limited slot availability and placement is deterred for a period of no more than one full-benefit month. When it is determined that the agency must use the discretionary exemption beyond one month due to limited slot availability, the ABAWD will be exempted from E&T participation using the State Exemption not to extend beyond the four-month certification period. If MDHS exhausts its support services stipend budget, the State Exemption will be granted.

Use of the State Exemption will not prevent an ABAWD time limit from accruing a countable month. In areas where E&T is not accessible, ABAWDs will be given an exemption from participating in E&T but will be required to find another means to meet the monthly work requirement. Failure to meet the work requirement will result in the ABAWD receiving a countable month on the 3/36-month fixed clock.

XVI. Provider Determinations

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

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

E&T providers communicate provider determinations to the MDHS staff via the SNAP E&T Communication Form, telephone and/or email correspondence within 10-days of making the determination. The provider must provide details of the reason for making the determination to MDHS including but not limited to component reassignment. MDHS welcomes the E&T providers input and/or recommendation(s) on the most appropriate next step(s) for the individual. The provider may also reassign the participant to a more suitable component, update the activity and submit the SNAP E&T Communication form within 10-days of the change and document Case Notes in CaseMod.

Upon receipt of notification that an individual's participation has been terminated due to a provider determination, but the individual is not exempt from the work requirement, the eligibility specialist will take one of the following actions:

1. Refer the individual to a more appropriate E&T component, if applicable.
2. Refer the individual to an appropriate workforce partnership, if available.
3. Re-assess the individual's physical and mental fitness for a possible exemption,
4. Coordinate with other Federal, State or local workforce or assistance programs to identify work opportunities or assistance for the individual, if practicable. or
5. If there is not an appropriate E&T activity, eligibility specialist must determine if the State Exemption can be appropriately applied.

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

The MDHS eligibility specialist sends the Provider Determination notice within 10-days of receiving a provider determination notification from an E&T provider. The notice informs the individual that the assigned E&T activity has been terminated and instructs the individual to meet with the assigned eligibility specialist within 10-days of receiving the notice. The eligibility specialist schedules the date and time for the meeting and makes documentation of the appointment within the notice.

If an individual is determined not be a good fit for the component to which they were referred and is referred back to the county, the individual is notified within 10-days of receipt of the determination that:

1. An appointment is made to discuss new options.
2. The ABAWD will accrue countable months toward their three-month participation time limit the next full benefit month unless the ABAWD fulfills the work requirement, has good cause or is otherwise exempt. Therefore, ABAWD participants must be contacted to discuss options to fulfill the work requirement before the next full countable month.
3. The E&T participant is not being sanctioned as a result of the provider's determination.

4. No later than the next recertification, assigned eligibility specialist must take one of the following steps:
 - a. Screen the individual for participation in the E&T program and determine that it is appropriate to refer the individual to an E&T component.
 - b. Re-assess the individual for mental and physical fitness, if there is reason to believe a re-assessment is necessary.
 - i. If it is determined that the individual should not be required to participate in E&T, the individual must be exempt from mandatory E&T.
 - ii. Re-assess, if needed, for other exemptions from the general work requirement and E&T
 - iii. If more appropriate for the individual, consider a referral to a different provider and component or use the State Exemption to exempt the individual from E&T.
 - c. Coordinate with other Federal, State, or local workforce or assistance programs to identify work opportunities or assistance for the individual.

Regardless of which action is taken, the notice includes the reason the participant was reassigned to a different program or referred back to the MDHS county office.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual’s expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

<p>I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p>ABAWDs – 5700 HCC - 300 RJI - 31</p>
<p>II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.</p>	<p>6,031</p>

III.	Estimated budget for E&T participant reimbursements in upcoming FY.	\$5,789,760
IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$482,480
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$80

Participant Reimbursement Details

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

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

Table E.II. Participant Reimbursement Details

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Support Services Stipend – the participant reimbursement from MDHS is the actual amount.	\$80	MDHS	Direct payment through EPPICARD
Childcare	Eligible participants apply to a DECCD accepted provider	MS Childcare Payment Program	Directly to childcare provider
Childcare - reimbursement from an E&T provider is an estimation; actual reimbursement is issued upon receipt of verification of an allowable expense.	\$2,100 per student for 10 students	Hinds Community College (HCC)	Actual expense or childcare provided at HCC facility
Transportation - reimbursement from an E&T provider is an estimation; actual reimbursement is issued upon receipt of verification of an allowable expense.	\$600 per student for 50 students	Hinds Community College (HCC)	Vouchers/pass, contracting directly with public service, reimburse per gas receipt(s) or funds disbursement through college system to students
Books - reimbursement from an E&T provider is an estimation; actual reimbursement is issued upon receipt of verification of an allowable expense.	\$1,000 per student for 50 students	Hinds Community College (HCC)	Direct payment to student’s account or reimbursement to student w/receipt if purchased outside Hinds CC bookstore

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Materials other than books - reimbursement from an E&T provider is an estimation; actual reimbursement is issued upon receipt of verification of an allowable expense.	\$500 per student for 50 students	Hinds Community College (HCC)	Direct payment to training provider or to student via the College system
Credit and non-credit Workforce training and certification fees - reimbursement from an E&T provider is an estimation; actual reimbursement is issued upon receipt of verification of an allowable expense.	\$500 per student for 50 students	Hinds Community College (HCC)	Direct payment to training provider
Program of Study/Training Fees - reimbursement from an E&T provider is an estimation; actual reimbursement is issued upon receipt of verification of an allowable expense.	\$400 per student for 75 students	Hinds Community College (HCC)	Direct payment to Accounts Receivable Dept.
Scholarships for Fall and Spring semesters - reimbursement from an E&T provider is an estimation; actual reimbursement is issued upon receipt of verification of an allowable expense.	\$4,400 per student for 100 students	Hinds Community College (HCC)	Direct payment to Accounts Receivable Dept.
Scholarships for Summer term(s) - reimbursement from an E&T provider is an	\$1,440 per student for 11 students per session (2)	Hinds Community College (HCC)	Direct payment to Accounts Receivable Dept.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
estimation; actual reimbursement is issued upon receipt of verification of an allowable expense.			
Job Retention - reimbursement from an E&T provider is an estimation; actual reimbursement is issued upon receipt of verification of an allowable expense.	Up to \$250 per participant	Refill Jackson Initiative (RJI)	Direct payment to member via check

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

E&T participants who indicate a need for childcare are directed to apply for assistance through the MS Child Care Payment Program. Per the Division of Early Childhood Care & Development (DECCD), subsidy payment rates are based on the Market Rate Survey conducted along with the publication of the Mississippi State Plan. The DECCD is required to set rates at the 75th of the Market Rate by provider type; current rates are set based on the prior Plan's Market Rate Survey. Parents with income at or below 50% of the State Median Income (SMI) qualify for childcare services provided the parent is working at least 25 hours per week or enrolled full-time in an educational program or engaged in an approved job training program or a combination of both. Slots are available through a participating provider for participants meeting the eligibility requirements.

Hinds CC has budgeted \$21,000 to assist with childcare services for 10 students to enable the parent(s) to participate in available program components. Hinds CC claims reimbursement for childcare costs based on the average local area childcare costs of up to \$700 per month, per child. Services are delivered on a case-by-case basis, not to exceed proposed budget amounts. The childcare facility will be paid directly, or Hinds CC will disburse reimbursement to students through the College's disbursement system. Hinds CC's disbursement system pays for actual expenses based on an invoice/receipt submitted by a licensed/approved childcare facility. Approved facilities include daycares that are established College vendors or providing services at one of the college's childcare facilities.

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?

DECCD accepts applications for childcare services throughout the year. E&T participants in need of dependent care services that are placed on a waitlist may be exempt from E&T participation until care can be successfully established and/or adequately funded. Individuals enrolled at Hinds CC will be provided childcare as described above. Should an individual require childcare to successfully participate in an E&T activity and childcare is not available, the individual will be exempt from E&T.

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

The number of work registrants in the State is reported on a monthly MIS-generated report titled “Clients Who Registered for Work and Clients Coded W.” Work registrants are identified in the eligibility system and on the report as non-ABAWD or ABAWD. ABAWDs are identified in the eligibility system by an ‘AB’ code and captured on the report as ABAWD work registrants. All other work registrants that are between the ages 18-59, that are not identified and/or coded as an ABAWD (AB), are captured on the report as non-ABAWD work registrants. The “Total Universe” column reports the total, unduplicated number of all work registrants in the State, including ABAWDs, as of each reporting month and accounts for the actual over 12 months. The report dated 09/30 is used annually to report the total number of work registrants as of October 1st of the fiscal year.

(Total ABAWD + Total Non ABAWD = Total (work registrant) Universe)

Describe measures taken to prevent duplicate counting.

To ensure an unduplicated number of work registrants reported on the quarterly SNAP E&T Program Activity Report, the reports are activated to conduct review of client identification numbers to eliminate duplicate work registrations over the course of the year. The client identification number is a unique identifier for each individual in the state and is assigned only once to that individual. Once a client ID is captured, it is flagged so that it will not be captured again. Adjustments are made monthly when the report is run.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

MDHS utilizes MAVERICS to support data processing and CaseMod to create, track and monitor E&T activities.

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

Refill Jackson Initiative (RJI) maintains a relationship with graduates for up to ten (10) months via verbal contact and/or email.

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

N/A

State Component Reporting Measures

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

- Quarterly Wage Records (QWR)

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Click or tap here to enter text.

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

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

MDHS utilizes MAVERICS to support data processing and CaseMod to create, track and monitor E&T activities.

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

Refill Jackson Initiative (RJI) maintains a relationship with graduates for up to ten (10) months via verbal contact and/or email.

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

N/A

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

N/A

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

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Example: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<p><i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</i></p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i></p>
Workfare	Number and percentage of participants who gained employment during FFY 2025.	<p>Numerator: Number of participants that gain employment while participating in workfare during the period of 10/01/2024 to 09/30/2025.</p> <p>Denominator: Number of participants who participated in workfare during the period of 10/01/2024 to 09/30/2025.</p>
Basic Education	Number and percentage of participants earning an education credential during FFY 2025.	<p>Numerator: Number of participants that earn an education credential (HSE, GED) during the period of 10/01/2024 to 09/30/2025.</p> <p>Denominator: The number of participants who participated in a Basic Education Component during the period of 10/01/2024 to 09/30/2025.</p>
Career/Technical	Number and percentage of participants earning a Career/Technical credential during FFY 2025.	<p>Numerator: Number of participants that earn a Career/Technical credential (AA, Certifications) during the period of 10/01/2024 to 09/30/2025.</p> <p>Denominator: Number of participants who participated in a Career/Technical</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		Component during the period of 10/01/2024 to 09/30/2025.
Work Readiness	Number and percentage of participants earning a work readiness credential during FFY 2025.	Numerator: Number of participants that earn a work readiness credential (Certifications) during the period of 10/01/2024 to 09/30/2025. Denominator: Number of participants who participated in a Work Readiness Component during the period of 10/01/2024 to 09/30/2025.
Integrated Education and Training	Number and percentage of participants earning an integrated education and training credential during FFY 2025	Numerator: Number of participants that earn a MI-BEST certificate during the period of 10/01/2024 to 09/30/2025. Denominator: Number of participants who participated in an Integrated Education and Training Component during the period of 10/01/2024 to 09/30/2025.

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

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

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

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

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Click or tap here to enter text.

- Yes (Complete the rest of this section.)
- No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

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

Where will the State agency offer qualifying activities?

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

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

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

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

N/A

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

N/A

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

N/A

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

N/A

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

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

N/A

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

N/A

To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency’s plan if more ABAWDs

than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

N/A

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

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

Table F.III. Available Qualifying Activities

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

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

Table F.IV. Estimated cost to fulfill the pledge

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

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

N/A

G. Component Detail

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

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

Non-Education, Non-Work Components

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

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly

supervise the activities of participants and track the timing and activities of participants.

- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

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

Details	Job Retention (JR)
Description of the component	Offered by Refill Jackson Initiative as a support service for a minimum of 30 days and no more than 90 days. CaseMod automatically populates the completion date 90 days from the scheduled begin date to ensure services do not exceed the maximum time limits. MDHS does not provide Job Retention services.
Target population	SNAP recipients of Hinds, Rankin & Madison counties; ages 18 or older

Criteria for participation	Complete the E&T component and obtain employment; must have been Skills2Work approved during the regular cohort.
Geographic area	Hinds, Rankin & Madison counties
E&T providers	Refill Jackson Initiative (RJI)
Projected annual participation	24
Estimated annual component costs	\$3,195.69

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

Details	Workfare (W)
Description of the component	Participants receive compensation in the form of their household’s monthly benefit allotment. Participation hours are determined by dividing the household’s SNAP benefit allotment by the minimum wage and rounding down. Sites are located in public, or private non-profit agencies. Participants are required to spend the first five days of assignment completing a job search.
Target population	ABAWDs
Criteria for participation	<p>Possession of one or more of the following:</p> <ul style="list-style-type: none"> • Basic proficiency in reading and writing • Minimum of an 8th grade education • HSE/GED • Previous employment history • Access to transportation <p>Lack of, or the absence of, any of the above-mentioned items will not preclude participation; eligible participants are assessed on a case-by-case basis. Participants must be a resident of the State of Mississippi.</p>
Geographic area	Statewide at both public and/or private non-profit agencies
E&T providers	MDHS has 162 signed agreements statewide with public or private non-profit agencies who do not require background checks. MDHS does not enter into a workfare agreement with any agency requiring a background check as the agency will not assume the financial responsibility for background checks. Workfare sites across the state such as City of Aberdeen, Soul

	Winner Community Development, City of Grenada Parks and Recreation, and Quitman County Sheriff’s Department have signed agreements. MDHS’ EAE county offices also provide opportunity for an ABAWD to meet their monthly obligation and to gain skills. Participants engage in hands-on, soft-skills training completing tasks such as clerical tasks, building and recreational facility maintenance. MDHS’ DWDPM designated staff are responsible for identifying, contacting/meeting with various organizations across the state to explore viable options for placing SNAP recipients. This is an ongoing endeavor.
Projected annual participation	5700
Estimated annual component costs	\$5,472,000

Educational Programs

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

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

to the E&T program are not supplanting funds used for other existing education programs.

- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>Educational activities include literacy, basic skills, High School Equivalency, job readiness, and life skills programs. Adult Education is offered to increase the educational attainment level of working-age Mississippians without a high school diploma, while also increasing their employability skills by assisting with the transition into college-level programs. The goal is to help individuals gain the skills needed to enroll in Vocational Education, transition into higher education, training, or enter directly into the workforce. Adult education provides individuals with basic education beneficial to obtaining and retaining productive employment. Referrals are generated on the basis of need and/or interest. Students participate in courses of study focusing on instructor led activities that include but are not limited to the following:</p> <ul style="list-style-type: none"> • Classroom instruction (in person and/or virtually) • Literacy, science, social studies, and math review • High School Equivalency test prep <p>Adult Education classes are provided at no cost to the participant; providers may request reimbursement for administrative costs.</p>
Target population	SNAP recipients without an HSE needing remedial training
Criteria for participation	<p>Possession of one or more of the following:</p> <ul style="list-style-type: none"> • Not currently enrolled in a K-12 program • No HSE/GED • Minimum of 9.0 – 12.9, or level 5, on Test of Adult Basic Education (TABE) test in reading, writing, math, English • Access to computer and internet • Access to transportation • Minimum age 16 years old

	<ul style="list-style-type: none"> Must meet minimum enrollment requirements as established by the Community Based Organization (CBO), community college(s) or other entity providing services as authorized by the state. <p>Lack of, or the absence of, any of the above-mentioned items will not preclude participation; eligible participants are assessed on a case-by-case basis. Participants must be a resident of the State of Mississippi.</p>
Geographic area	Statewide
E&T providers	Hinds Community College
Projected annual participation	300
Estimated annual component costs	\$351,519
Not supplanting	Hinds CC affirms in the subgrant agreement with MDHS that funds received through Skills2Work shall be used only to supplement, not supplant, the amount of State or local funds otherwise expended for the support of services for the applicable participants. This is also acknowledged in the Scope of Services attached to the subgrant agreement.
Cost parity	HCC does not charge tuition to SNAP and non-SNAP participants for Adult Education. WIOA title funds are used in the administration of the Basic Educational Programs throughout the State. Hinds Community College cost allocates for support services above and beyond those provided to non-SNAP E&T participants.

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

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	Instructor led training activities in skilled trades, applied sciences, modern technologies, and career preparation. Hinds CC offers over 70 career or technical programs, online and in-person.

	<p>CTE credentials offerings include but are not limited to Automotive Technology, Computer Support Technology, Health Information Technology and Real Estate Technology</p> <p>A Career Certificate may be obtained in two semesters. In an additional semester a Technical Certificate may be earned. With an additional 15-16 credit hours, an Associate of Applied Science Degree may be earned. The career and technical programs offer multiple degree and certificate options, each one training for high-wage, high-skill, and high-demand jobs.</p>
Target population	SNAP recipients
Criteria for participation	<p>Possession of one or more of the following:</p> <ul style="list-style-type: none"> • Basic proficiency in reading and writing • Proof of HSE/GED • Access to computer and internet • Access to transportation • Must meet minimum enrollment requirements as established by the Community Based Organization (CBO), community college(s) or other entity providing services as authorized by the state. <p>Lack of, or the absence of, any of the above-mentioned items will not preclude participation; eligible participants are assessed on a case-by-case basis. Participants must be a resident of the State of Mississippi.</p> <p>Students interested in enrolling in Hinds CC must submit an admission's application and may be required to take an "Accuplacer" placement test or the TABE test to determine their education level.</p>
Geographic area	Statewide provided a component is accessible, in-person or virtually
E&T providers	Hinds Community College
Projected annual participation	300
Estimated annual component costs	\$581,122.83
Not supplanting	MS does not provide funding to support post-secondary and/or vocational training for residents of the State. Hinds CC affirms in the subgrant agreement with MDHS that funds received through

	<p>Skills2Work shall be used only to supplement, not supplant, the amount of State or local funds otherwise expended for the support of services for the applicable participants. This is also acknowledged in the Scope of Services attached to the subgrant agreement.</p>
<p>Cost parity</p>	<p>E&T participants will be charged the same cost as non-E&T participants for these services. Hinds CC provided a billing table detailing the approved fee schedule for student’s fees/cost regardless of student affiliation. A table of fees was also provided that shows cost for all SNAP and non-SNAP participants.</p>

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

<p>Details</p>	<p>Integrated Education and Training/Bridge Programs (EPIE)</p>
<p>Description of the component</p>	<p>MIBEST is open to individuals desiring to train for a career and needs additional help with Math, Reading and/or Writing. Individuals complete National Career Readiness Certificate and the TABE testing to determine if participation is appropriate; tests are administered during a MIBEST Orientation and Registration session at Hinds CC.</p> <p>Mi-Best accelerates the transition from basic skills education to postsecondary programs of study. Students participate in courses of study focusing on instructor led activities that include but are not limited to:</p> <ul style="list-style-type: none"> • Classroom instruction (in person and/or virtually) • Literacy, science, social studies, and math review • High School Equivalency test prep • Resume writing • Interview etiquette • Effective communication strategies • Basic problem-solving skills • Financial literacy planning • NCRC completion <p>Mi-Best runs concurrently with Career Tech programs. Instructor services include but are not limited to:</p> <ul style="list-style-type: none"> • ACT WorkKeys testing preparation

	<ul style="list-style-type: none"> • Soft skills identification and enhancements • Career planning and development sessions • Mock interviewing and critique • Barrier mitigation assistance
Target population	SNAP recipients who do not have an HSE
Criteria for participation	<p>Possession of one or more of the following:</p> <ul style="list-style-type: none"> • Basic proficiency in reading and writing • Proof of HSE/GED • Access to computer and internet • Access to transportation • Must meet minimum enrollment requirements as established by the Community Based Organization (CBO), community college(s) or other entity providing services as authorized by the state. <p>Lack of, or the absence of, any of the above-mentioned items will not preclude participation; eligible participants are assessed on a case-by-case basis. Participants must be a resident of the State of Mississippi.</p> <p>MI-Best participation requires completion of an application process and a Bronze level scoring on the National Career Readiness Certificate (NCRC). Students must be at least 17 years of age and possession of an HSE/GED is not required.</p>
Geographic area	Statewide provided the component is accessible, in-person or online
E&T providers	Hinds Community College
Projected annual participation	300
Estimated annual component costs	\$510,178.50
Not supplanting	MS does not provide funding to support integrated education training for residents of the State. WIOA title funds are used in the administration of the Basic Education components of the Integrated Education Programs. Hinds CC affirms in the subgrant agreement with MDHS that funds received through S2W shall be used only to supplement, not supplant, the amount of State or local funds otherwise expended for the support of services for the

	applicable participants. This is also acknowledged in the Scope of Services attached to the subgrant agreement.
Cost parity	E&T participants will be charged the same cost as non-E&T participants for these services. Hinds CC has provided a billing table detailing the approved fee schedule for student’s fees/cost regardless of student affiliation.

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

Details	Work Readiness Training (EPWRT)
Description of the component	<p>SMART Start</p> <p>Administered by the Office of Adult Education. Smart Start Classes are embedded in the curriculum for Career and Technical Education (CTE) and Workforce Skills Training programs which are in alignment with the skill needs of local industries and prepares individuals for the National Career Readiness Certificate (NCRC).</p> <p>Smart Start students are required to complete the course of study focusing on instructor led activities that include but are not limited to:</p> <ul style="list-style-type: none"> • Resume writing • Interview etiquette • Effective communication strategies • Basic problem-solving skills • Financial literacy planning • NCRC completion <p>Smart Start instructor services include but are not limited to:</p> <ul style="list-style-type: none"> • ACT WorkKeys testing preparation • Soft skills identification and enhancements • Career planning and development sessions • Mock interviewing and critique • Barrier mitigation assistance <p>Smart Start is offered at each community college across the state on-campus and virtually. SNAP participants may self-initiate enrollment in a Smart Start class.</p>

	<p>Hind Community College operates a 15-to-17-week program with classes ranging from an hour to an hour and a half four days a week.</p> <p>Refill offers work experience in a 9-week training program which takes place at varying external sites for hands-on work experience in entry-level positions. Refill devotes 28 full days of the 9-week cohort to intensive education/vocational training which includes the Smart Start curriculum. Completion of the training program focuses on goal setting and developing the basic, necessary job skills essential to an individual’s success on the job and leading the participant to successfully obtain a National Career Readiness Certificate.</p>
Target population	<p>SNAP recipients (HCC)</p> <p>SNAP recipients ages 18 to 24 (RJI)</p>
Criteria for participation	<p>Possession of one or more of the following:</p> <ul style="list-style-type: none"> • Basic proficiency in reading and writing • Access to computer and internet • Access to transportation • Little to no employment history • Must meet minimum enrollment requirements as established by the Community Based Organization (CBO), community college(s) or other entity providing services as authorized by the state. <p>Lack of, or the absence of, any of the above-mentioned items will not preclude participation; eligible participants are assessed on a case-by-case basis. Participants must be a resident of the State of Mississippi.</p>
Geographic area	<p>Statewide, in-person or online (HCC)</p> <p>Hinds, Rankin and Madison only (RJI)</p>
E&T providers	<p>Hinds Community College (HCC)</p> <p>Refill Jackson Initiative (RJI)</p>
Projected annual participation	<p>300 (HCC)</p> <p>24 (RJI)</p>
Estimated annual component costs	<p>\$298,991.67 (HCC)</p> <p>\$121,659.18 (RJI)</p> <p>\$420,650.85</p>

Not supplanting	MS does not provide funding to support work readiness training for residents of the State. WIOA title funds are used in the administration of the Smart Start training programs throughout the State. Hinds CC affirms in the subgrant agreement with MDHS that funds received through Skills2Work shall be used only to supplement, not supplant, the amount of State or local funds otherwise expended for the support of services for the applicable participants. This is also acknowledged in the Scope of Services attached to the subgrant agreement.
Cost parity	E&T participants will be charged the same cost as non-E&T participants for these services. Hinds Community College cost allocates for support services above and beyond those provided to non-SNAP E&T participants.

Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.71(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships – Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

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

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.

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

Table G.VII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	Refill offers work experience for 16-days during the 9-week training cohort which takes place at varying external sites for hands-on work experience in entry-level positions. Members participate in experiential learning activities that develop their confidence, communication skills, and ability to work on a team and solve problems. The unpaid, structural learning experience is designed to improve the employability of participants through actual work experience, training, or both. The focus of learning during work experience is basic, necessary job skills that ready individuals for employment in a wide variety of occupations and industries. Members are given the opportunity to practice and further develop the job skills learned in the classroom in a real work setting where they receive ongoing support and feedback.
Target population	SNAP recipients of Hinds, Rankin & Madison counties; ages 18 - 24
Criteria for participation	Complete and submit an interest form to Refill, undergo interview and scoring by Refill on their ability to commit, level of motivation, attitude toward teamwork and cooperation, access to reliable transportation, and possession of valid identification documents.
Geographic area	Hinds, Madison, and Rankin counties
E&T providers	Refill Jackson Initiative
Projected annual participation	24
Estimated annual component costs	\$128,292.96

H. Estimated Participant Levels

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

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

N/A

Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	Hinds Community College
Service Overview:	Workforce training provided through adult education training, workforce skills training, vocational training and career/technical education.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Career/Technical Education and Basic/Foundational Skills Instruction
Credentials Offered:	ACT NCRC, Smart Start Certification and workforce credentials
Participant Reimbursements Offered:	Transportation, childcare, books & instructional materials, other course materials, Certification License fees, Tuition and Non-Credit or Credit Certification classes and fees
Location:	Five campus locations in the state: Jackson, Utica, Raymond, Vicksburg, and Hinds Select programs are offered both in-person and online to include but not limited to Banking and

Contract or Partner Name:	Hinds Community College
	Finance Technology, CyberSecurity Technology and Paralegal Technology
Target Population:	SNAP recipients, both ABAWDs and volunteers
Monitoring of contractor:	<p>MDHS' Division of Monitoring within the Office of Compliance conducts annual fiscal and scaled programmatic visits for each sub-grantee, onsite or via desk review. The Office of Monitoring initiates a letter of notice to schedule the monitoring visit during the grant period. The review takes place within 14-days of the scheduled visit and follow-up correspondence is provided as deemed necessary. The E&T review lasts approximately 3 to 5 business days. Monitoring procedures include but are not limited to reviewing fiscal and programmatic records, observing operations, reviewing documentation of expenses submitted to MDHS, review and evaluation of the subgrantee's single audit or program-specific audit results and evaluating audit findings and the associated corrective action plan(s), and/or enforcing actions or penalties for non-compliance.</p> <p>DWDPM staff provides on-going monitoring and technical assistance support to each subgrantee. Meetings are initiated by the S2W provider or designated DWDPM staff and are conducted as deemed necessary. DWDPM staff reviews monthly billing roster submissions, case documentation notes and supporting document submissions for any issues that may hinder a program participant's successful participation in the program. Participant case files are maintained at the partner's site and are accessible to state and federal monitors for three fiscal years.</p>
Ongoing communication with contractor:	DWDPM field staff interacts directly with the S2W partner by phone, email and/or the SNAP E&T Communication Form used to refer individuals to the S2W program, and/or report any updates to the individual's case.

Contract or Partner Name:	Hinds Community College
	<p>All E&T participants are tracked in the shared E&T case management module, CaseMod. Both MDHS staff and S2W partners have access to the information documented in CaseMod. The information can be used to assist in navigating a participant’s pathway to self-sufficiency.</p> <p>Communication between the MDHS staff, non-S2W site providers and S2W providers occurs at least monthly.</p>
Total Cost of Agreement:	\$3,097,015
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	Refill Jackson Initiative
Service Overview:	An employment and training program to assist work-eligible recipients to secure new or better jobs through classroom instruction and work experience.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Work Readiness Training and Job Retention
Credentials Offered:	National Career Readiness Certificate awarded through ACT and/or a Smart Start Certificate awarded by Hinds Community College, Basic Construction, OSHA Certification, Bacterial and Chemical Water Quality Monitoring Certification from Mississippi State University Extension Services
Participant Reimbursements Offered:	Transportation and Job Retention assistance; bi-weekly living stipend
Location:	Hinds, Rankin and Madison counties
Target Population:	SNAP recipients, ages 18 or older
Monitoring of contractor:	MDHS’ Division of Monitoring within the Office of Compliance conducts annual fiscal and scaled programmatic visits for each sub-grantee, onsite or via desk review. The division initiates a letter of notice to schedule the monitoring visit during

Contract or Partner Name:	Refill Jackson Initiative
	<p>the grant period. The review takes place within 14-days of the scheduled visit and follow-up correspondence is provided as deemed necessary. The E&T review lasts approximately 3 to 5 business days. Monitoring procedures include but are not limited to reviewing fiscal and programmatic records, observing operations, reviewing documentation of expenses submitted to MDHS, review and evaluation of the subgrantee’s single audit or program-specific audit results and evaluating audit findings and the associated corrective action plan(s), and/or enforcing actions or penalties for non-compliance.</p> <p>DWDPM staff provides on-going monitoring and technical assistance support to each subgrantee. Meetings are initiated by the S2W provider or designated DWDPM staff and are conducted as deemed necessary. DWDPM staff reviews monthly billing roster submissions, case documentation notes and supporting document submissions for any issues that may hinder a program participant’s successful participation in the program. Participant case files are maintained at the partner’s site and are accessible to state and federal monitors for three fiscal years.</p>
Ongoing communication with contractor:	<p>DWDPM field staff interacts directly with the S2W partner by phone, email and/or the SNAP E&T Communication Form used to refer individuals to the S2W program, and/or report any updates to the individual’s case. All E&T participants are tracked in the shared E&T case management module, CaseMod. Both MDHS staff and S2W partners have access to the information documented in CaseMod. The information can be used to assist in navigating a participant’s pathway to self-sufficiency. Communication between the MDHS staff, non-S2W site providers and S2W providers occurs at least monthly.</p>

Contract or Partner Name:	Refill Jackson Initiative
Total Cost of Agreement:	\$288,632
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

J. Budget Narrative and Justification

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

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	Social Services Program Supervisor	65805.62	99%	\$ 65,148	
	Social Serv Program Coordinator	53145.13	1%	\$ 532	
	Social Serv Program Coordinator	41620.8	20%	\$ 8,325	
	Social Serv Program Coordinator	48144.15	1%	\$ 482	
	Program Specialist Team Leader	64214.37	90%	\$ 57,793	
	Deputy Director - Tier I	81739.20	50%	\$ 40,870	
	Social Serv Program Coordinator	48487.65	99%	\$ 48,003	
	Accountant III	62000	1%	\$ 620	
	Program Specialist Supervisor	74314.49	1%	\$ 744	
	Accountant III	62000	1%	\$ 620	
	Accountant III	62000	15%	\$ 9,300	
	Social Services Program Team L	57480.25	1%	\$ 575	
	Social Services Program Supervisor	71561.5	1%	\$ 716	
	Program Specialist Team Leader	61980.4	99%	\$ 61,361	
	Accounting Team Lead	65808	15%	\$ 9,872	
	Deputy Administrators - Tier I	90730.51	15%	\$ 13,610	
	Program Specialist Supervisor	61416.94	1%	\$ 615	
	Accounting Team Lead	61416.94	1%	\$ 615	
	Program Specialist IV	51693.41	10%	\$ 5,170	
	Program Specialist III	43509.31	10%	\$ 4,351	
Social Serv Program Coordinator	36624	10%	\$ 3,663		
Admin Support Assistant IV	28542.3	5%	\$ 1,428		
Accountant III	56345.82	1%	\$ 564		
Social Serv Program Coordinator	36624	10%	\$ 3,663		
Social Services Specialist II	33600	10%	\$ 3,360		

	Social Services Specialist II	33600	10%	\$ 3,360	
	Social Services Specialist I	28542.3	10%	\$ 2,855	
	Social Services Specialist I	28542.3	10%	\$ 2,855	
	Social Services Specialist I	28542.3	10%	\$ 2,855	
	Social Services Specialist I	28542.3	10%	\$ 2,855	
	Social Services Specialist II	33600	10%	\$ 3,360	
	Training Specialist II	47425.15	10%	\$ 4,743	
	Training Specialist III	51693.41	10%	\$ 5,170	
	Program Specialist IV	51693.41	10%	\$ 5,170	
	Program Specialist IV	51693.41	10%	\$ 5,170	
	Program Specialist IV	51693.41	10%	\$ 5,170	
	Program Specialist IV	51693.41	10%	\$ 5,170	
	Program Specialist IV	51693.41	10%	\$ 5,170	
	Program Specialist III	43509.31	10%	\$ 4,351	
	Program Specialist III	43509.31	10%	\$ 4,351	
	Program Specialist III	43509.31	10%	\$ 4,351	
	Program Specialist III	43509.31	10%	\$ 4,351	
	Social Serv Program Coordinator	50861.42	1%	\$ 509	
	Social Serv Program Coordinator	48144.15	99%	\$ 47,663	
	Social Serv Program Coordinator	50861.42	1%	\$ 509	
Total				\$ 462,388	
Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.	\$198,827				
Contractual Costs: All contracts and partnerships should be included in the "contracts and partnerships" matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.	NSPARC	Automation/IT	\$365,251.15		
	C-Spire	Other	\$18,752.25		
	MDES	E&T Services	\$22,188.94		
	ITS	Automation/IT	\$15,038.48		
	Hinds	E&T Services	\$3,097,014.00		
	Refill	E&T Services	\$288,632.00		
	GuideSoft	Automation/IT	\$9,546.52		
				\$3,816,423.00	
Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.	\$15,000 (replacement of equipment and/or supplies)				
Materials: Describe materials to be purchased with E&T funds.	\$10,000 (materials used to promote E&T program)				

<p>Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.</p>	<p>\$4,408 (staff training, visiting with potential partners, and program compliance)</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	<p>N/A</p>
<p>Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p>	<p>N/A</p>

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

N/A

Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement). Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

\$206,000