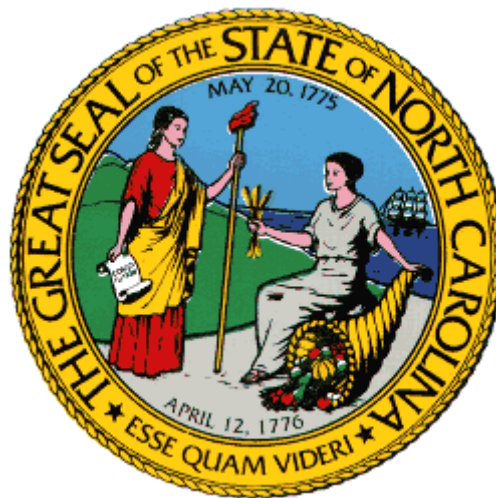


# North Carolina Food and Nutrition Services Employment and Training (FNS E&T) Program Handbook



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## **FOOD AND NUTRITION SERVICES PROGRAM OVERVIEW**

The purpose of this handbook is to provide a standard set of procedures and guidelines to deliver services under North Carolina's Food and Nutrition Services (FNS) Employment and Training (E&T) Program. North Carolina Department of Health and Human Services (NCDHHS) Division of Social Services (the Division) may update the FNS E&T Program Handbook periodically. NCDHHS will notify E&T partners when updates are made to this Handbook informing partners that all updates must be reviewed and enacted as of the stated date. Handbooks are available on the Division of Social Services website.

## **INTRODUCTION**

The Food and Nutrition Services (FNS) Employment and Training (E&T) Program is committed to strengthening families by providing job-driven, skills-based training that leads to meaningful employment. The program delivers services through a reimbursement model. This model consists of contractual partnerships between the North Carolina Department of Health and Human Services (NCDHHS), North Carolina Community College Systems (NCCCS) Office, local county departments of social services and several community-based organizations (CBO). Contracted community colleges and CBOs provide direct E&T services to participants. FNS E&T operates on the Federal Fiscal Year (FFY) which is October 1 through September 30. North Carolina's FNS E&T Program is voluntary; there are no mandatory participation requirements for FNS recipients.

## STATE PLAN, COUNTY PLANS OF ACTION and REQUEST FOR APPLICATION (RFA)

- **Request for Application (RFA)**

The Division of Social Services/Food and Nutrition Services/Employment and Training Program will post the RFA on its website (<https://www.ncdhhs.gov/divisions/social-services/public-notices>). The working title of the funding program will be **Food and Nutrition Services – Employment and Training Program**.

The purpose of the Food and Nutrition Services (FNS) Employment and Training (E&T) program in North Carolina is to provide job-driven, skills-based training to eligible FNS recipients that leads to meaningful employment.

Annually, the FNS E&T Program is awarded an allotment of federal funds to administer the program. FNS E&T funds are used to assist FNS recipients age 16 and beyond, with a desire to work, in finding employment and/or education and training opportunities that lead to sustainable employment. All non-exempt FNS recipients must register to work. The E&T Program must include at least one of the following components: 1) a job search training program; 2) work experience or training; 3) State, local or Workforce Investment and Opportunity Act (WIOA) work programs; 4) education programs such as Basic Adult Education, GED preparation, and English as a Second Language classes; 5) vocational and technical training; and 6) self-employment.

### **Applicant eligibility:**

An Applicant must meet the following requirements:

- Be a non-profit or private organization
- Provide a non-federal 1:1 match which includes funding for recipient expenses
- Offer one or more of the components listed below:
  - ***Non-Education, Non-Work Components***
    - Job Search Training*** – strives to enhance job readiness skills by providing instruction in job seeking techniques. It may consist of job skills assessments, job finding clubs, job placement services, or other direct training or support activities. Other activities may include resume writing workshops and learning to use online job search tools.
    - Job Retention Services*** - provide support services for up to 90 days to recipients who have secured employment. Only recipients who have received other employment/training services under the E&T program are eligible for job retention services. Job retention reimbursements must be reasonable and necessary and can include clothing required for the job, equipment or tools required for a job, relocation expenses, transportation and childcare.
  - ***Education Components***
    - Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)

Career and/or Technical Education Programs or Other Vocational Training

\* Approved educational components must establish a direct link to job readiness. E&T funds can be used to pay for tuition and mandatory school fees charged to

the general public. E&T funds cannot be used to pay for State or local education entitlements. Vocational Training courses can be included as part of the E&T education component. These training programs improve the employability of recipients by providing training in a skill or trade, thereby allowing the recipient to move directly and promptly into employment. Acceptable vocational training programs should have a direct link to the local job market. Vocational training, books, uniforms and other expenses that are reasonable and necessary can be paid directly for participation in the vocational training component.

➤ **Work Components**

Self-Employment Programs - help teach recipients how to design and operate a small business or another self-employment venture.

Pre-Apprenticeships, Apprenticeships, and/or Internship Programs

Work Experience - involves actual work experience and/or on-the-job-training. Placements can be with private, for-profit companies, in contrast to the workfare component.

Workforce Investment and Opportunity Act (WIOA) includes job training services that are developed, managed, and administered by State agencies, local governments, and the business community under the WIOA. Activities include basic skills training (GED, literacy), occupational skills training, on-the-job training, work experience, job search assistance, and basic readjustment services.

**State Plan and County Plan of Action:**

Annually, NC develops the FNS E&T State Plan for approval by USDA-FNS. North Carolina Department of Health and Human Services functions in a state-supervised, county-administered format therefore, each partnering county is required to provide a Plan of Action (POA) to the State office annually by April 30<sup>th</sup>. Each county Plan of Action is to follow the Plan of Action template and contain the following information:

- County E&T Program, Operations and Policy Overview
- Estimate Participant Levels
- Component Details
- Summary of County Partnerships/Contracts
- Contractor Detail Addendum
- Operating Budget
- Budget Narrative

Once each Plan of Action is received, the Division of Social Services (the Division) produces a State Plan that is submitted to USDA-FNS by August 15<sup>th</sup>. State Plans, as well as county and partner Plans of Actions, are amendable. POA amendments are to be submitted at least 60 days prior to implementing the proposed change. The State nor any of its partners can administer an E&T program without an USDA-FNS approved State POA. (Appendix 1-Plan of Action template and instructions).

**How to Apply:**

Any agency or organization should submit its application to [FNSEandT@dhhs.nc.gov](mailto:FNSEandT@dhhs.nc.gov). Faxed applications will not be accepted. Nothing may be added to any application after it has been submitted. Eligible applications will then be forwarded to a grant review committee who will review, score, and rank the applications.

All RFA's must be received by NCDHHS by April 30<sup>th</sup> of each federal fiscal year. (Appendix 2-Request for Application Guidelines).

**How to Obtain Further Information:** Direct all inquiries concerning this Request for Application (RFA) to [FNSEandT@dhhs.nc.gov](mailto:FNSEandT@dhhs.nc.gov)

## **FNS E&T PARTICIPATION CRITERIA**

An individual is eligible to receive FNS E&T services if he/she:

- Member of an active FNS unit
- At least 16 years of age
- A resident of a county operating an E&T Program
- Able to work upon program completion
- Has the physical and mental ability to work at least 20 hours per week. For clients with a verified disability, such as an active SSI recipient, you will use the client's statement or client-provided documentation to determine FNS E&T eligibility; and

An individual CANNOT receive FNS E&T services if he/she:

- Is an applicant or recipient of Work First Family Assistance (WFFA) required to participate in employment services. FNS recipients who are a part of WFFA Child-Only cases may receive E&T services
- Is a refugee subject to work requirements imposed by a Refugee Resettlement Program (RRP)

FNS E&T is designed to be a tool to help address the needs of able-bodied adults without dependents (ABAWDs). These individuals are deemed ABAWDs by FNS eligibility workers. Priority for E&T components should be given to ABAWDs as they are subject to sanctions and the loss of FNS benefits if they fail to participate in a qualifying component for less than 20 hours weekly or 80 hours monthly.

North Carolina's E&T Program is a package of essential services consisting of the following services:

**Assessment:** Assessment is completed upon referral to E&T. Assessments should include an in-depth evaluation of employability skills coupled with counseling on how and where to search for employment. This can be done by either the local DSS E&T staff, the community college, or the CBO. Assessment is to evaluate the employment skills of an E&T participant and for proper component placement, NOT to determine whether the participant is subject to FNS work requirements. That determination is made by the FNS case worker. Assessment is an allowable E&T expense, but it is NOT an E&T component.

**Work First Family Assistance (WFFA) Participation Check:** Prior to placement in a component, DSS staff will use NC FAST to confirm potential E&T participant is not receiving WFFA Cash Assistance. E&T funds CANNOT be used to serve WFFA Cash Assistance recipients. WFFA Child-Only payees are encouraged to participate in E&T. Verification of participation in SNAP will be done through your local County DSS partner.

**Participant Reimbursement:** Participants must be reimbursed for reasonable and necessary expenses directly related to participation in E&T components.

**Participation Tracking:** E&T participants are tracked and reported quarterly through the Geographic Solutions (GeoSol) E&T case management system.

**Outcome Measures:** Annually, NCDHHS must submit a report on the E&T program that includes the number of participants who have gained skills, training, work or experience that will

increase their ability to obtain regular employment. This report is derived from E&T data collected in GeoSol E&T case management system.

## PROGRAM REFERRALS

There are two ways to refer a potential E&T participant, conventional and reverse referrals. Conventional referrals are individuals who are currently receiving FNS benefits and are informed of the program by their FNS case worker. Reverse referrals are individuals who are working with partnering CBOs or attending the community college who may fulfill the criteria for E&T services but are not currently enrolled in the program. Individuals are encouraged to apply for FNS if they appear to be eligible and are motivated to participate in E&T. CBOs and community colleges are encouraged to assist with this process by referring individuals to their local DSS for eligibility determination. FNS applications may take up to 30 days before a determination of eligibility is made.

In partnership with the Division and the local DSS, third-party partners are responsible for self-directed outreach and recruitment of potential participants in their respective communities. All marketing and outreach processes must include collaboration with the local DSS and approved by the Division.

### Conventional referrals



### Reverse referrals



## FNS E&T CO-ENROLLMENT

NCDHHS encourages third-party partners to co-enroll FNS E&T participants with more than one partner. This may drastically increase the success of E&T participants so that each partner focuses on providing distinct services that they excel in and thus leveraging program strengths and eliminating duplication of efforts. Additionally, each partner serving a participant can receive up to 50% federal reimbursement for allowable E&T expenditures. This creates a win-win situation for the E&T participant and each E&T partner.

Co-enrollment in Workforce Innovation and Opportunity Act (WIOA) can be vital to participant success. Both E&T and WIOA have the common goal of aiding participants in education and training needs as well as assistance in overcoming barriers.



## FNS E&T COMPONENTS

North Carolina State FNS E&T Plan includes the components and supportive services the State has opted to provide for E&T participants. It is essential to FNS recipients in our state that we provide components and hours for ABAWDs to meet their eligibility requirement of participating in a qualifying component for 20 hours per week or for a total of 80 hours per month. Qualifying activities for ABAWDs are indicated below with a **(Q)** preceding the component name. (The words *component* and *activity* are used interchangeably.) Based on participant assessment, needs, skills and individual goals, FNS E&T can offer the following:

**Job Search Training:** Participants may receive a range of staff-assisted services to include case management, career and job skill assessments, workplace etiquette, motivation and self-confidence building, financial literacy, interview skills, and general computer instruction related to seeking employment.

**Job Retention:** Job Retention component is meant to provide support services for up to 90 days to individuals who have secured employment. This activity may include counseling, coaching, case management and participant reimbursements. Only individuals who have received other employment/training services under the E&T program are eligible for job retention services. The participant must verify this/her employment monthly to continue to receive retention services.

Retention services can begin from the first day of employment or from the day the participant is no longer eligible for FNS benefits, whichever is sooner. Job retention reimbursements must be reasonable and necessary and can include clothing required for the job, equipment or tools required for a job, relocation expenses, transportation and childcare. All supportive services rendered must be in E&T partner's POA.

Up to two (2) 90-day Job Retentions are allowed per rolling year given the second Job Retention is for a different job than the first.

**(Q) Basic Education/Foundation Skills:** These educational programs improve basic skills which improve employability. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language and high school equivalency (GED).

FNS E&T only permits educational components that have a direct link to job-readiness.

**(Q)Vocational Training (VT):** Participants receive vocational training that improves the employability of participants by providing training in a skill or trade, thereby allowing the participant to move directly and promptly into employment. Acceptable vocational training programs should have a direct link to the local job market. Vocational Training is limited to a maximum of two (2) years. Students attending community college with the expressed desire to transfer to a four-year college can only participate in E&T if they are in another component.

Study hours are allowable for participants in VT at a rate of 1 hour per classroom hours. Example, if participant is attending classes 12 hours weekly, 12 hours each week are also countable as homework time.

**(Q) On-the-job Training (OJT):** On-the Job Training means training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance on the job.

FNS E&T funds cannot be used to pay wages for participants however E&T funds can be used as a 50 percent reimbursement for the salary of those responsible for conducting the training. Contracts must be in place for employers to receive the reimbursement. Funds are based on cost allocation methodology. E&T contracted employers can be reimbursed up to 50% of the total cost of the trainer's salary prorated by the number of E&T participants in a training class. Employment and Training funds cannot be used to pay participant salaries.

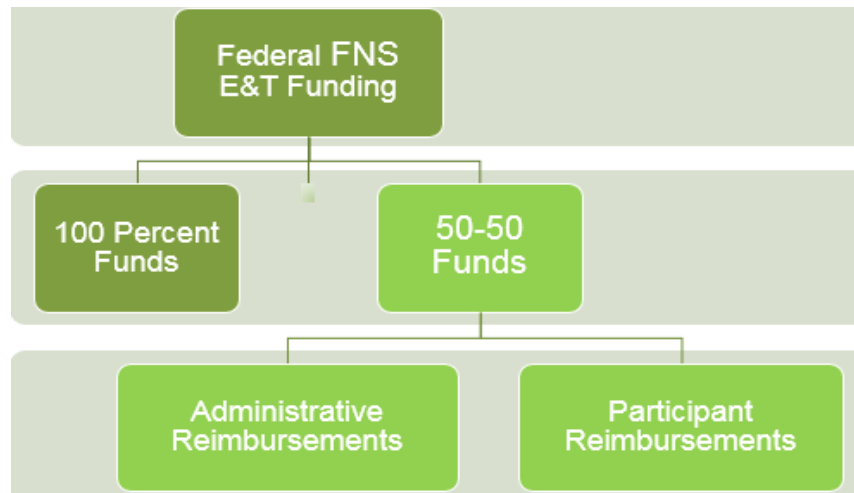
**(Q)Work Experience:** Participants can obtain work experience private, for-profit companies, targeted to those who lack work experience or recent work experience.

**Pre-Apprenticeship /Apprenticeship:** Pre-apprenticeship is a component designed to prepare individuals to enter and succeed in an Apprenticeship program. These programs promote a diverse and 4 Section 241 Change #2-2019 October 1, 2019 skilled workforce and prepare participants to meet the basic qualifications for entry into an apprenticeship, through: o An approved training curriculum based on industry standards, Educational and pre-vocational services, Hands-on training in a simulated lab experience or through volunteer opportunities, and assistance in applying to Apprenticeship programs.

Apprenticeship is a component that is an employer-driven, "learn-while-you-earn" program that combines on-the-job training, provided by an employer that hires the apprentice, with job-related instruction in curricula tied to the attainment of national skills standards.

## PROGRAM FUNDING

USDA-FNS provides NCDHHS with 100 percent money and 50 percent reimbursements grant money to fund the administrative costs of an E&T program.



100 percent funds must be used for the planning, implementation and operation of NC's E&T program. This grant cannot be used for any participant reimbursements such as uniforms, transportation or childcare and cannot be used to pay participant wages. E&T 100 percent grant allotment is based on the number of work registrants and the number of Abled-Bodied Adults Without Dependents (ABAWDs) in North Carolina at the beginning of the respective Federal Fiscal Year.

There are two kinds of 50 percent reimbursement. The first kind is a 50 percent reimbursement for additional administrative costs for planning, implementing and operating an E&T program. The second is participant reimbursements. The Act and FNS regulations require that E&T participants are reimbursed for all expenses that are reasonable, necessary and directly related to participation in an FNS E&T component. The Federal government will reimburse NCDHHS for all partner payments for allowable expenses and NCDHHS will pass that reimbursement on to the payer. Below are some examples of participant reimbursements:

- Dependent care costs
- Transportation expenses
- Books or training manuals
- Uniforms
- Personal safety items required for participation

## REIMBURSEMENT TRACKING

All E&T partners contracting with the State will detail the proposed administration of the agency's E&T program in the contract Scope of Work and include a contract budget.

Lists of allowable participant reimbursements can be found in the E&T Toolkit. (<https://www.fns.usda.gov/snap/employment-and-training-toolkit-0>).

All expenses must be tracked. All E&T partners contracting with the State must track these services using the 1571-part III invoice form that accompanies your executed FNS E&T contract. Community-based organizations contracting with the local county DSS office will submit invoices for all contractual E&T services provided to the county DSS as specified in their contract.

For NC counties volunteering to administer the FNS E&T Program, all activities billed to E&T are recorded electronically and paid via a funding authorization.

Records and participant case files must contain copies of ticket and bus pass issuance or logs, copies of receipts for all other participant reimbursements issued such as but not limited to books, supplies, clothing and tools as well as the justifications for each issuance. These records need to be made available for all fiscal monitoring and audits.

## **MONTHLY PACKETS**

Local DSSs will submit all electronic DSS-1571s for both 100% funds distribution (if applicable) and 50/50 reimbursements (Appendix 3-FNS E&T SIS Codes.) Details were provided to each E&T county via annual Funding Authorization letters.

## **INVOICES**

DSS-1571 III is the paper form used by all non-DSS agencies for invoicing and reimbursements. Copies of this form are included in contract packets once there is an executed contract established. Invoices are to be submitted monthly according to the terms of the contract.

In addition to the DSS-1571 III form, third-party partners will use the standardized billing ledger (Appendix 4) that includes any operating and participant reimbursement expenses during the billing month. The ledger should accompany the DSS-1571 III and be submitted no later than 10 calendar days after the end of the service month to the FNS E&T Contracts Administrator for final FNS E&T verification. As a reminder, the third-party partner may only bill for participant expenses incurred while the participant is eligible for FNS.

## **TERMS**

- All expenditures submitted for reimbursement under this grant must be reasonable and necessary for the proper and efficient administration of the FNS E&T program. Allowable costs are determined by CFR 45 Par 74.27 based on OMB Super Circular A-21 or A-122.
- The following costs are disallowed:
  - Bad debt expenses;
  - Cost of construction or purchase of facilities or buildings;
  - Payment to any person for influencing, or attempting to influence, an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of federal contract, continuation, renewal, modification, or amendment of any federal contract, loan, grant or cooperative agreement;
  - Sectarian worship or instruction;
  - Light refreshments;
- The Division will schedule monitoring visits during and after the grant period to evaluate the fiscal progress and performance of the program and provide technical assistance.

- Federal grant funds must supplement and not supplant state or local public funds of the agency. Federal funds may not result in a decrease in state or local funding that would have been able to conduct the activity had federal funds not been available.

### **AMENDMENT TO BUDGET**

As providers track their monthly expenses, they must stay within the respective line items of their budget. Any budget expenses that exceed or expected to exceed 10% of the individual line item will require an amendment to the budget. Amendments are due by **July 1<sup>st</sup>** of the respective Federal fiscal program year. Amendments received after July 1<sup>st</sup> cannot be considered without written consent from NCDHHS.

## **FNS E&T THIRD-PARTY PARTNERSHIPS**

To expand the E&T program statewide, beginning FFY 2019, the Division will contract with all CBOs whose service area.

### **PROPOSALS**

Upon selection for FNS E&T, new third-party partners must submit a complete contract and corresponding budget to the contractor (NCDHHS) for review and approval by both the Division and USDA-FNS.

Existing third-party partners are required to resubmit an annual contract and corresponding budget to their contractor by April 30.

**NOTE:** Third-party partners are referred to the adherence of all policies, procedures and processes of this Handbook within their contracts.

### **READINESS ASSESSMENT**

Prospective FNS E&T partners will complete an Employment and Training Readiness Assessment in the RFA process prior to selection. The Division, in partnership with the local county DSS, will make selection decisions based on the assessment results, the capacity to onboard new partners and the partners fiscal and programmatic abilities to support E&T activities. The Employment and Training Readiness Assessment surveys can be assessed through FNS E&T Program staff at the state level. Upon selection for FNS E&T, potential third-party partners must begin corresponding with the county and/or state for onboarding. An agency is not an E&T partner until there is an executed contract in place.

### **FNS E&T ELIGIBILITY VERIFICATION**

As a first step to working with a potential E&T participant, receipt of FNS benefits must be verified. Because third-party partners do not have access to the DSS eligibility system, NC FAST, this initial verification must come from the county DSS. Third-party partners will not be reimbursed for services rendered to someone who is not an FNS recipient of North Carolina. This would include participant expenses and staff time.

All staff must receive training in the GeoSol Employment and Training module and sign confidentiality agreements. All E&T activity is to be recorded in this database. In addition, providers are required to notify the E&T Team at [fnseandt@dhhs.nc.gov](mailto:fnseandt@dhhs.nc.gov). when a staff member is no longer employed with their organization.

County DSS offices can establish their own process for verifying eligibility for E&T services and document this process in their annual County Plan of Action. Eligibility for each E&T participant is to be verified monthly as FNS statuses change. Documentation of monthly eligibility checks must be maintained by the third-party and the county DSS and made available for monitoring.

## **FNS E&T PROGRAM PARTICIPANT RECRUITMENT**

In partnership with the Division, the local DSS and other outreach partners in the community, third-party E&T partners are responsible for self-directed outreach and recruitment of eligible individuals in their respective communities. All E&T marketing and outreach processes must be approved by the Division and the local DSS.

Individuals are encouraged to apply for FNS through the local DSS if they appear eligible and are motivated to participate in FNS E&T. Third-party partners are encouraged to assist with this process by referring individuals to their local DSS for eligibility determination and receipt of benefits. It is important to note that FNS applications may take up to 30 days before a determination of eligibility is made.

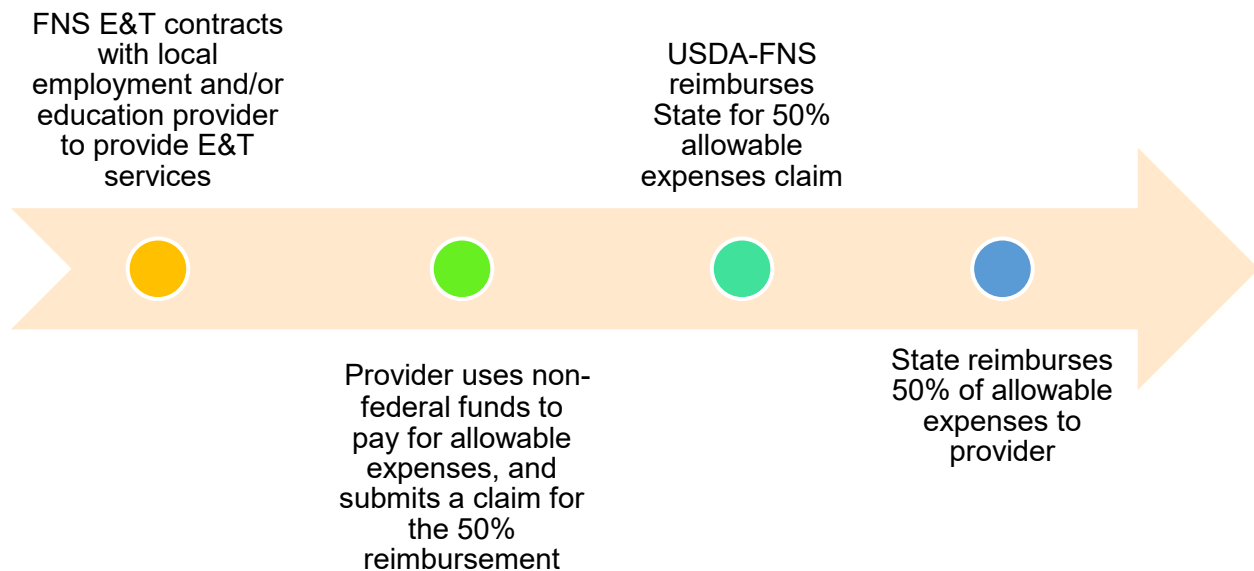
## **THIRD-PARTY PARTNER MODEL**

In North Carolina's Third-Party Partner Model, contracted third-party partners (community-based organizations and employment and training providers) utilize up front non-federal dollars for the cost of recruitment, assessment, delivery of employment, training and supportive services, placement, tracking and retention of active FNS recipients. The agency will then be reimbursed for up to 50 percent of allowable FNS E&T expenses. Only in rare instances will a community-based organization be awarded 100 percent funds for administrative cost. As a general rule, CBOs need to be fully capable of utilizing the 50 percent reimbursement model.

*Example: The Division contracts to pay a community-based organization one-half the cost of the services it provides. Services costing \$120,000 are provided; the negotiated amount that must be paid to the contractor by the Division is \$60,000.*

USDA-FNS reimburses up to 50 percent of allowable costs. In this example, the Federal reimbursement can be up to \$60,000. If the government receives goods or services contracted to be provided consistent to their worth, the Federal government reimburses the expenditures at a full 50 percent. The reimbursement will always be up to 50 percent of allowable expenditures in the approved E&T plan.

The following is a visual representation of the FNS E&T Third-Party Partner reimbursement model:



## NON-FEDERAL FUNDING SOURCES

Below is a list of non-federal fund sources that can be used by third-party partners to cover up front eligible costs (this list is not comprehensive):

- State, county or city funds
- Donations from private firms or non-profits
- Foundation funds
- Social venture funds (e.g. Goodwill store revenues)
- Community Development Block Grant
- Tuition set-aside resources
- Other state training funds

FNS E&T can leverage non-federal funds currently used for existing employment and training services. To be reimbursed for FNS E&T allowable expenses, it is important to ensure that federal sources are not “hidden” in other grants being utilized as a match. FNS E&T funding should not be used to pay for participant reimbursements if the participant receives other funds identified to cover those costs. Examples of other sources of funding include, but are not limited, to federal financial aid, grants, scholarships, private payments, etc. In addition, third-party partners cannot receive reimbursement for expenses paid out to FNS E&T participants that are not actively receiving FNS during the month the expenses were incurred.

## LEVERAGING FUNDS

FNS E&T programs thrive when all employment, education and training entities work together. It is a requirement of each state to include their Workforce Development System in their E&T program. The Workforce Development System includes WIOA and the local Career Center.



Though WIOA funds are federal and non-reimbursable, these funds should be a first resource when placing E&T participants in activities. WIOA funds can be used for training and supportive services. If a participant is deemed ineligible for WIOA, other funding sources should be explored.

Additionally, each E&T partner in the local area should be aware of each other and what services each agency and/or community college provides. Funds can be leveraged to the benefit of the participant.

*Example: Ms. Mary Jones is an FNS recipient wanting to participate in FNS E&T. Ms. Jones would like to further her education through by earning an Associate degree in Radiology. Following assessment, Ms. Jones should be evaluated for WIOA eligibility. If eligible, the community college can accept WIOA funds for Ms. Jones cost of class, book and supplies. Ms. Jones may also be eligible to receive supportive services through WIOA for transportation and childcare. If not eligible for WIOA, Ms. Jones can then use either the community colleges non-federal funding for these expenses or another agency's supportive services funding.*

## **FNS E&T PROGRAM ROLES AND RESPONSIBILITIES**

### **NCDHHS:**

- Develop and manage FNS E&T third-party partner contracts
- Provide reimbursements directly to FNS E&T third-party partners contracting directly with the Division
- Monitor FNS E&T partners with a consistent process
- Manage and track participant reimbursement spending closely to ensure proper expenditures and quickly request additional funds from USDA-FNS as needed
- Ensure consistency and quality of program administration

### **County Departments of Social Services:**

- Provide FNS eligibility services to applicants
- Advertise and inform FNS recipients of FNS E&T program
- Provide FNS E&T third-party partner program outreach materials to FNS recipients and encourage their participation
- Maintain record of all third-party participant contact as well as all DSS E&T participant contact in GeoSol database.
- Leverage local knowledge of the community and existing partnerships to identify potential FNS E&T third-party partners and assist State in evaluating readiness surveys for selection
- Serve as a community champion of FNS E&T

### **Third-Party Partner:**

- Recruit FNS E&T participants
- Provide employment and training services to FNS recipients with non-federal dollars
- Collaborate with FNS E&T partners and other community organizations
- Enter referral and component tracking info into GeoSol database.
- Track participant activities and outcomes
- Invoice the NCDHHS for up to 50 percent reimbursement
- Expand programming, as appropriate, for FNS recipients

Comply with rules and procedures as described in the most recent North Carolina Food and Nutrition Services Employment and Training Program Handbook and all subsequent revisions.

## FEDERALLY REQUIRED REPORTS

Each year, the Division is responsible for producing the quarterly FNS-583 Report to USDA-FNS. This report covers FNS E&T program activities during the report period. The Division must submit a consolidated State level report. This report is submitted electronically via the Food Programs Reporting System (FPRS) no later than the 45<sup>th</sup> day following the end of the report period. <https://fns-prod.azureedge.net/sites/default/files/snap/FNS-583.pdf>

[NCDHHS is required to report to USDA on the following components:](#)

<b>Component</b>	<b>Reporting Measure(s) if &gt; 100 participants</b>
<b>Job Retention</b>	Number and percent of total Job Retention participants who maintained unsubsidized employment within the reporting period (FY2020)
<b>Vocational Training</b>	Number and percent of total participants who obtained credential, certificate or degree within the reporting period (FY2020)
<b>Job Search Training</b>	Number and percent of total participants who obtained employment within the reporting period (FY2020)
<b>Basic Education</b>	Number and percent of total participants who obtained credential, certificate or degree within the reporting period (FY2020)

## MONITORING

All E&T partners are subject to programmatic and fiscal monitoring by NCDHHS to ensure all appropriate laws, rules and procedures are followed. Additionally, USDA-FNS may monitor any partner during their monitoring of the NCDHHS Employment and Training Program.

NCDHHS staff will conduct annual monitoring visits to E&T county DSS offices, CBOs and the NC Community College System. Monitoring visits will occur on-site where client services are provided. NCDHHS can also conduct monitoring visits remotely and/or other appropriate formats if necessary. Note: Due to COVID-19, monitoring will be done remotely and in accordance with CDC guidelines. Upon completion of the monitoring visit, partners will need to address any findings with a Performance Improvement Plan. NCDHHS will ensure the actions in the Performance Improvement Plan and continued compliance occurs. This will involve continued monitoring after the on-site or remote monitoring.

In addition, the Division and local DSS will provide ongoing technical assistance through desk review, regular consultation, training and requested assistance.

### Participant files:

Files must be kept for all FNS E&T participants. The files may be kept in paper and electronic formats in the Employment and Training module. These files are reviewed as part of the annual monitoring visit. Files should be organized according to the local DSS and FNS E&T third-party standards but at a minimum, must contain information about the intake, assessment, release of information/consent form, eligibility verification, Individual Employment Plan (IEP), participant progress and participant reimbursements.

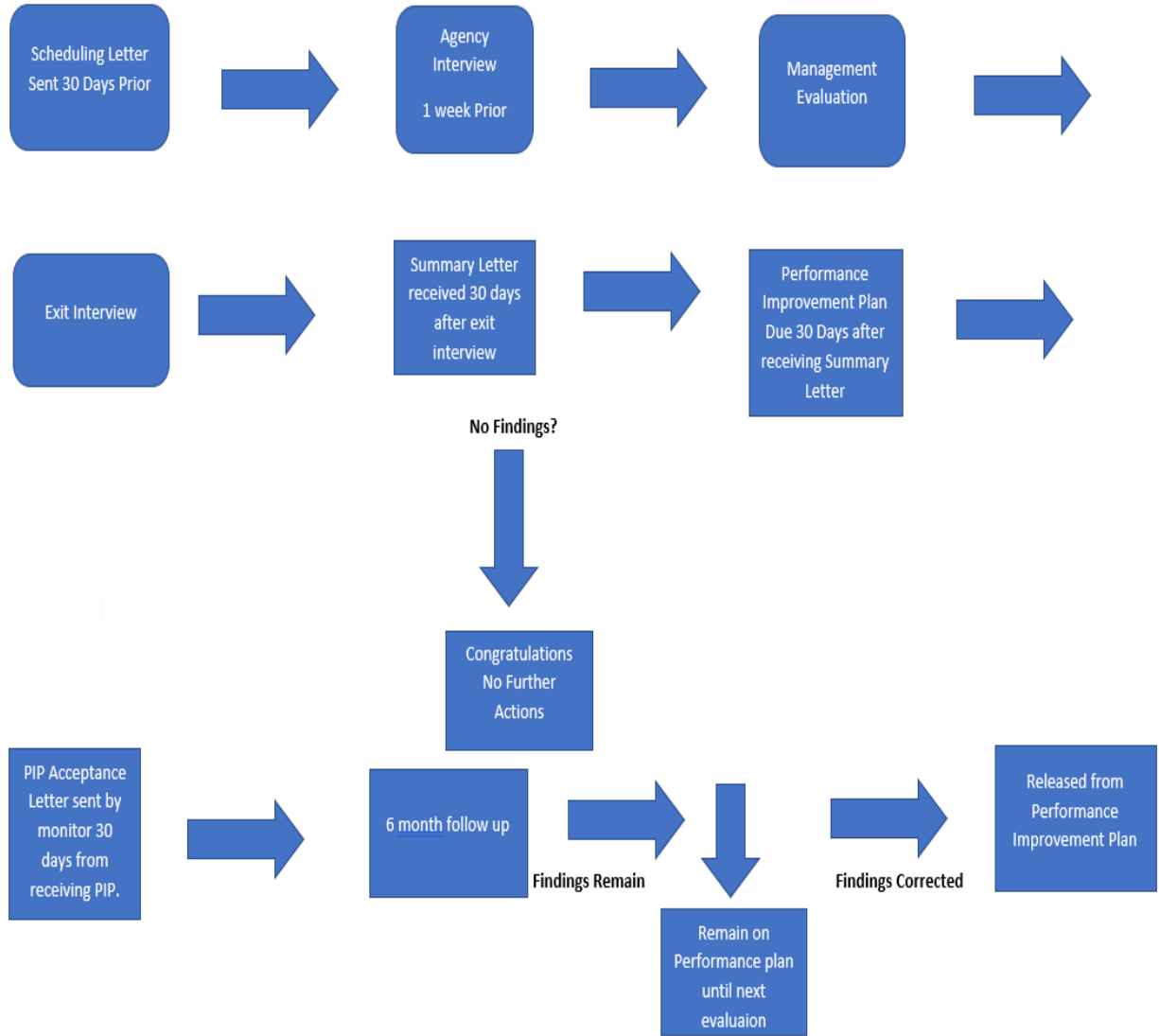
- **Intake-** completed intake information, to include ABAWD status (ABAWD or Non-ABAWD)
- **Completed Assessment(s)-** FNS E&T programs may use existing assessment tools upon the Division's review and approval. At a minimum, assessment tools should include these components:
  - Literacy Level: standardized tests, one-on-one interviews, observations (e.g. client's ability to read and complete forms in case file);
  - Communication Skills (including English proficiency): standardized test, one-on-one interviews, observations;
  - Education: questionnaire, resume, one-on-one interview;
  - Employment History: questionnaire, resume, one-on-one interview;
  - Employment Related Skills, Abilities and Interests: questionnaire, resume, one-on-one interview or online assessment
  - Employment Barriers and Steps Necessary to Overcome Barriers: questionnaire, resume, one-on-one interview.
- **Completed and Updated IEP-** FNS E&T programs must complete an IEP for each participant. The IEP shall be the result of assessing each participant's career goals, skills, abilities, family obligations, job-related assets and barriers. The IEP must include increment steps that will help participants overcome all identified career barriers while supporting the participant's strengths and goals. The IEP must be updated and revised

as the participant's circumstances change, but not less than once per year. FNS E&T programs can use existing IEP templates upon the Division's review and approval.

At a minimum, the IEP should include the following components:

- Title of form must be "FNS Employment and Training Individual Employment Plan";
  - Date the IEP was created;
  - Proposed FNS E&T activities;
  - Any assessed employment barriers;
  - Employment goal(s);
  - Referrals, if any, made to other service providers;
  - Participant signature (including electronic signatures);
  - Any other information relevant to employment and training.
- **Eligibility Verification-** participant file must contain evidence that the participant's eligibility was checked and confirmed prior to the start of FNS E&T billable services and maintained throughout participation. Eligibility verification is required each time the service component is extended, or a new program activity is added.
  - **Participant Progress-** participant file must contain participant progress information which includes the activity the participant is engaged in, the dates of participation in that activity and regular program progress notes, credential and certificate attainment, employment, wages and retention information.
  - **Participant Reimbursements-** documentation/receipts of participant reimbursement(s) must be on file. See below for more detailed information about participant reimbursements.

The monitoring process is illustrated below:



## PROGRAM CONTACTS

Dashawn Page	Program Coordinator	919-527-6318	<a href="mailto:Dashawn.page@dhhs.nc.gov">Dashawn.page@dhhs.nc.gov</a>
Thomas Grecco	Program Consultant	919-527-6325	<a href="mailto:Thomas.Grecco@dhhs.nc.gov">Thomas.Grecco@dhhs.nc.gov</a>
Raven Bynum	Program Monitor	919-527-6379	<a href="mailto:Raven.Bynum@dhhs.nc.gov">Raven.Bynum@dhhs.nc.gov</a>
Beverly Cates	Program Administrative Associate	919-527-6256	<a href="mailto:Beverly.A.Cates@dhhs.nc.gov">Beverly.A.Cates@dhhs.nc.gov</a>

You can also reach the E&T team at [FNSEandT@dhhs.nc.gov](mailto:FNSEandT@dhhs.nc.gov)

**Appendix 1**

Food and Nutrition Services Plan of Action Template and Instructions

**Part A: Cover Page and Authorized Signatures**

County: *Enter the name of your County*

County Agency: *Enter the name of your County FNS E&T agency*

Federal FY: *Enter the Federal FY.*

Primary Contacts: *Complete the table with the name, title, phone and email address for those County agency personnel who should be contacted with questions about the E&T plan. Add additional rows if needed.*

Name	Title	Phone	Email
<i>Insert more rows as needed.</i>			

**Certified By:**

*<Signature of Authorized Person>*

\_\_\_\_\_

County Agency Director

Date \_\_\_\_\_

**Certified By:**

*<Signature of Authorized Person>*

\_\_\_\_\_

County Agency Fiscal Reviewer

Date \_\_\_\_\_



## County E&T Program, Operations and Policy

Provide narratives in each of the areas below.

<b>County E&amp;T Program, Operations and Policy Overview</b>	
<b>Summary of the FNS E&amp;T Program</b>	
<b>Program Changes</b>	
<b>Workforce Development System</b>	<i>This applies if your county works with any Workforce Development Boards in the administration of your E&amp;T Program</i>
<b>Other Employment Programs</b>	
<b>Special Populations</b>	<i>This would include any specific population a county intends to serve in its E&amp;T Program. Some examples would be the homeless, veterans, ex-offenders, applicants, zero benefit households, etc.</i>
<b>Screening Process</b>	
<b>Participant Reimbursements</b>	

County Name	Job Search	Job Search Training	Job Retention	Basic Education/ Foundational	Vocational Training	On-the-Job Training	Work Experience
County Name							

## Operating Budget

### Instructions:

Complete the operating budget table, providing line item detail and the program total. **If there are contracts, enter the total contract amount.** Cost categories outside of contracts apply only to the County FNS E&T agency expenses. Additional detail on contracts should be provided in the Contractor Detail Addendum.

	County cost	Federal cost	Total
<b>I. Direct Costs:</b>			
a) Salary/Wages			
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____ %			
c) Contractual Costs			
d) Non-capital Equipment and Supplies			
e) Materials			
f) Travel			
g) Building/Space			
h) Equipment & Other Capital Expenditures			
<b>Total Direct Costs</b>			
<b>II. Indirect Costs:</b>			
Indirect Costs*Approved Indirect Cost Rate Used: _____ %			
<b>Total Indirect Costs</b>			
<b>III. In-kind Contribution</b>			
County in-kind contribution			
<b>IV. Participant Reimbursement (County plus Federal):</b>			
a) Dependent Care			
b) Transportation & Other Costs			
c) County Agency Cost for Dependent Care Services			
<b>V. Total Costs</b>			

## **Budget Narrative and Justification Instructions**

Provide a budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in operating budget was determined.

### **I. Direct Costs: Explain all direct costs to the program**

**b) Fringe Benefits**

**c) Contractual Costs**

**d) Non-capital Equipment and Supplies**

**e) Materials**

**f) Travel & Staff Training**

**g) Building/Space**

**h) Equipment & Other Capital Expenditures**

### **II. Indirect Costs:**

### **III. In-kind Contribution**

### **IV. Participant Reimbursement (County plus 50 percent Federal match):**

**Contractor's Signatures:**

Each third-party entity your county partners with is required to sign off on this Plan. Add additional signature lines if needed.

**Agency Name:** \_\_\_\_\_

*<Signature of Authorized Person>*

\_\_\_\_\_  
Agency Director

Date \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

*<Signature of Authorized Person>*

\_\_\_\_\_  
Agency Director

Date \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

*<Signature of Authorized Person>*

\_\_\_\_\_  
Agency Director

Date \_\_\_\_\_

### Summary of Federal Fiscal Year Costs

Funding Category	Upcoming FY Budget
1. E&T Administrative Expenditures	
a. 50% Federal	
b. 50% County	
2. Participant Expenses:	
a. Transportation/Other	
50% Federal	
50% County	
b. Dependent Care	
50% Federal	
50% County	
3. Total E&T Program Costs (=1a+1b+2a+2b)	
4. Total Planned Federal FY Costs (Must agree with Part I-Table 5: Operating Budget)	

## Appendix 2

### FISCAL GUIDELINES

Third-party partners, NCCCS and local DSSs will submit proposed participant reimbursements within the budget. Below are allowable participant reimbursements (based on the Participant Reimbursements chart in the [FNS SNAP E&T Toolkit](#))

#### ALLOWABLE EXPENSES FOR EDUCATION COMPONENTS

State E&T Expense Category	Funding Method	Comments
State Administrative costs, including in-kind expenses for volunteer services and donated spaces.	100 percent E&T grant or 50/50 administrative reimbursement	State may seek reimbursement for 50 percent of admin costs before it has expended the 100 percent grant although this is not recommended unless the State is sure the entire 100 percent grant will be spent
Other State agency as service provider.	100 percent E&T grant or 50/50 administrative reimbursement	Can include administrative costs and in-kind contributions.
Non-governmental partner administrative costs (excluding in-kind costs).	100 percent E&T grant or 50/50 administrative reimbursement	In-kind contributions do not count as an expense from non-governmental agencies. These expenses cannot be reimbursed.
Case management	100 percent E&T grant or 50/50 administrative reimbursement	Case management can be the responsibility of the E&T office or a third-party provider. Charges for case management are allowable after the E&T participant has been referred to the education component and charges to the E&T program cannot include case management under FNS or another program.
Tuition/fees	100 percent E&T grant or 50 percent administrative reimbursement, or participant reimbursement (depends on how tuition is paid, directly to school or to student)	Tuition must be the same for E&T participants as for students not participating in FNS E&T. FNS will only pay for what is charged to the general public and not the overhead or total cost of instruction.
Transportation	Participant reimbursement (50 percent State, 50 percent Federal)	State can set a cap for transportation reimbursements and

		determine how these reimbursements will be paid
Childcare	Participant reimbursement (50 percent State, 50 percent Federal)	Childcare reimbursements cannot exceed the local market rate.
Eye care/dental care	Participant reimbursement (50 percent State, 50 percent Federal)	Only if reasonable and necessary – what a prudent person would pay under similar circumstances and necessary for participation in the E&T program
Books	Participant reimbursement (50 percent State, 50 percent Federal)	This could be an administrative expense if the books are purchased by the institution and provided at no cost to E&T participants. Similar to tuition.
Uniforms, tools and equipment	Participant reimbursement (50 percent State, 50 percent Federal)	
Overhead expenses of an institution of higher learning (includes universities, community colleges, adult education centers, etc.)	Unallowable	Overhead or operation expenses are normally covered by State or local funds and not charged to individual participants. E&T funding cannot be used to pay these costs, nor can these expenses be put up as a State or local share for 50/50 reimbursement.
Personal computers	Unallowable	
Living stipend	Unallowable	
Purchase of a car	Unallowable	
Other expenses not directly related to participation in the education component	Unallowable	
Student loans	Unallowable	The student is responsible for re-paying these loans in the future



### Appendix 3

SVC COD E	PROGRA M	DESC	% REIMBU	APPCO DE	PAR T I	FUNCT COLUM N	PART II	SIS DESCRIPTION
505	S2	Assess FNS E&T	100	461	Pt I	F 11 C 11	<b>New Pt II</b>	505 – Assess & Developing of E&T means activities to collect information about a client in order to evaluate the client's potential and suitability for FS Workfare/E&T participation.
515	S2	FNS E&T Svc	100	461	Pt I	F 11 C 11	<b>New Pt II</b>	515 – Employment and Developing of E&T means svcs provided as part of an individual svc plan to enable FS Workfare/E&T participants to secure or maintain paid employment or training leading to such employment.
581	S2	Emp Prog Intake	100	461	Pt I	F 11 C 11	NA	581-Employment Programs Intake includes all Food Stamp Workfare/Employment & Training program staff activities of providing information to individuals who have been referred to or who are inquiring about the program. Intake activities include but are not limited to making an explanation of the program, explaining the advantages and/or disadvantages, and exploring with the individual the appropriateness of his participation. The Intake code may also be used to cover employment program staff activities provided on behalf of former participants.
580	S2	E&T Case Mgt	100	461	Pt I	F 11 C 11	NA	580 – Employment Programs Case Management means planning and directing the provision of social services within the constraints of policies and procedures for a FS Workfare/E&T participant.
<b>582</b>	<b>S2</b>	<b>Wrk Site Dev &amp; Mgt</b>	<b>100</b>	<b>466</b>	<b>Pt I</b>	<b>F 11 C 09</b>	<b>NA</b>	582 – Worksite Development And Management means identifying potential FS Workfare/E&T worksites for the program and securing support and/or commitment for work slots.
515	S	FNS E&T Svc	50/50	458	Pt I	F 11 C 10	Pt II	SAME as above 515
567	S	Transporta tion	50/50	458	Pt I	F 11 C 10	Pt II	567 – Transportation Services means arranging for or providing transportation as part of a service plan to enable Food Stamp Workfare participants for whom transportation is not otherwise available
580	S	E&T Case Mgt	50/50	458	Pt I	F 11 C 10	NA	SAME as above 580

581	S	Emp Prog Intake	50/50	458	Pt I	F 11 C 10	NA	581-Employment Programs Intake includes all Food Stamp Workfare/Employment & Training program staff activities of providing information to individuals who have been referred to or who are inquiring about the program. Intake activities include but are not limited to making an explanation of the program, explaining the advantages and/or disadvantages, and exploring with the individual the appropriateness of his participation. The Intake code may also be used to cover employment program staff activities provided on behalf of former participants.
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**Appendix 4**

DSS-1571 III

Rev Dec-20

North Carolina  
Department of Health  
and Human Services  
Division of Social  
Services

DSS-1571 III (Administrative Costs Report)

Month Ending: \_\_\_\_\_

Contract ID No: \_\_\_\_\_ Contract Period: 10/1/20 - 9/30/21 Address: \_\_\_\_\_  
 NC Grants # \_\_\_\_\_  
 Provider Name: \_\_\_\_\_

Section I (1) Object of Expenditure	(2) Current Expenses	(3) YTD Expenses	(4) Approved Budget	(5) DSS-6844S Budget, Amendments	%AM *R	(6) Unexpended Balance
A. Salaries	0.00	0.00	0.00	0.00		0.00
B. Fringe Benefits	0.00	0.00	0.00	0.00		0.00
C. Staff Development	0.00	0.00	0.00	0.00		0.00
D. Travel	0.00	0.00	0.00	0.00		0.00
E. Equipment Purch. - Tangible Prop.	0.00	0.00	0.00	0.00		0.00
F. Transportation - Recipient	0.00	0.00	0.00	0.00		0.00
G. Medical Supplies	0.00	0.00	0.00	0.00		0.00
H. Cost of Space	0.00	0.00	0.00	0.00		0.00
I. Room and Board-Residential Treatment	0.00	0.00	0.00	0.00		0.00
J. Service Payments	0.00	0.00	0.00	0.00		0.00
<b>K. Other Expenses (list individual items)</b>						
Office Supplies & Materials	0.00	0.00	0.00	0.00		0.00
Printing & Communication		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
Administrative Cost (If applicable)		0.00	0.00	0.00		0.00
		0.00	0.00	0.00		0.00
L. Indirect Cost	0.00	0.00	0.00	0.00		0.00
Total Expenditures	0.00	0.00	0.00	0.00		0.00
Less: Provider Match: 0.000000%	0.00	0.00	0.00	0.00		0.00
Act. 432996						
<b>NET REIMBURSABLE AMOUNT</b>	0.00	0.00	0.00	0.00		0.00

## RESOURCES:

- **USDA E&T Toolkit:**  
<https://www.fns.usda.gov/snap/employment-and-training-toolkit-0>
- **GeoSol SNAP E&T guide:**  
[https://www.ncworks.gov/admin/gsipub/htmlarea/uploads/StaffResources/v19/Staff%20Guides/Staff%20Guide\\_10\\_Programs\\_SNAP.pdf](https://www.ncworks.gov/admin/gsipub/htmlarea/uploads/StaffResources/v19/Staff%20Guides/Staff%20Guide_10_Programs_SNAP.pdf)
- **Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Operations Handbook:**  
<https://www.fns.usda.gov/snap/snap-et-operations-handbook>
- **NC Works Staff resources:**  
<https://www.ncworks.gov/vosnet/staffresources.aspx>

- **Video links to GeoSol trainings:**



Video Links to  
GeoSol trainings.docx

- **How to create a provider in GeoSol:**



Creating a  
Provider.docx