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## A. Cover Page and Authorized Signatures

State: North Carolina

State Agency Name: Department of Health and Human Services

Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.

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

Name	Title	Phone	Email
Yvonne Copeland	Director, Division of Child and Family Well-Being	919-508-7651	<a href="mailto:Yvonne.Copeland@dhhs.nc.gov">Yvonne.Copeland@dhhs.nc.gov</a>
Madhu Vulimiri	Deputy Director, Division of Child and Family Well-Being	919-608-4267	<a href="mailto:Madhu.Vulimiri@dhhs.nc.gov">Madhu.Vulimiri@dhhs.nc.gov</a>
Cynthia Ervin	Assistant Director, FNS	919-707-5618	<a href="mailto:Cynthia.Ervin@dhhs.nc.gov">Cynthia.Ervin@dhhs.nc.gov</a>
Sarah E. Grimsrud	Assistant Director of Finance	984-236-5314	<a href="mailto:Sarah.Grimsrud@dhhs.nc.gov">Sarah.Grimsrud@dhhs.nc.gov</a>
Jerquitta Hicks Smallwood	Deputy Director FNS	919-707-5617	<a href="mailto:Jerquitta.Smallwood@dhhs.nc.gov">Jerquitta.Smallwood@dhhs.nc.gov</a>
Nikia Jefferies	FNS E&T Coordinator	919-707-5658	<a href="mailto:Nikia.Jefferies@dhhs.nc.gov">Nikia.Jefferies@dhhs.nc.gov</a>

**Certified By**

DocuSigned by:

*Cynthia Ervin*

5268D87E53DE456...

State Agency Director (or Commissioner)

9/29/23

Date

**Certified By**

DocuSigned by:

*Sarah Grimsrud*

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State Agency Fiscal Reviewer

9/29/23

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**

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

## 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
CBO	Community Based Organizations
DCFW	Division of Child and Family Well Being
DSS	Department of Social Services
DWS	Division of Workforce Solutions
E&T	Employment and Training
EY	Ernst&Young Consulting Group
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
GeoSol	Geographic Solutions GeoSol
ITO	Indian Tribal Organization
NC FAST	North Carolina Families Assessing Services through Technology
POA	Plan of Action
RFA	Request for Application
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WDB	Workforce Development Board
WIOA	Workforce Innovation and Opportunity Act

## D. Assurances

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

**Table D.I. Assurances**

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

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**Table D.II. Additional Assurances**

<b>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.</b>	<b>Check Box</b>
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

### I. Summary of E&T Program

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

The mission of the NC FNS E&T program is to build a network of State and local agencies to deliver employment, education, skills training, and participant support to low-income families by leveraging funding and resources. The program assists low-income adults in obtaining employment and increasing their earnings. Such employment and earnings, along with program benefits, will permit low-income households to obtain a more nutritious diet through normal channels of trade by increasing food purchasing power for all eligible households who apply for participation.

NC FNS E&T program aims to increase the employment and earning capacity of FNS recipients by maximizing their access to E&T and supportive services while meeting the skilled workforce needs of local employers.

In North Carolina, the FNS E&T program is a state-supervised and county-administered voluntary program administered by the Division of Child and Family Well-Being (DCFV or Division). DCFV office also provides resource mapping by finding third-party partners in each local area that has the staffing as well as component and fiscal capacity to partner with the E&T program. Annually, each county provides the Division an E&T Plan of Action (POA) which is a detailed outline of how that county plans to manage the program in the upcoming federal fiscal year (FFY). These plans provide the State with a concise summary of the referral to E&T process, community-based organization (CBO) involvement, and component options. The State office facilitates meetings with county DSS offices and all third-party partners where the framework and processes shared in the county plan of action are decided. Upon receipt, the Division reviews each POA to ensure compliance with Federal Regulations, state policy, NCDHHS E&T Handbook, the Supplemental Nutrition Assistance Program (SNAP) E&T Toolkit and established best practices.

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

North Carolina (NC) operates a state-supervised and county-administered social services system.



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(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.

In addition to the resource mapping, NC will share information in a variety of ways including county letters, website, terminal messages, quarterly meetings, issuing polices, training, technical assistance, monitoring, etc. NC requests prospective counties to submit an annual Plan of Action which includes but is not limited to: E&T services offered, referral process, participant reimbursements and the associated budget. North Carolina monitors county operations by using various performance reports within the NC Works database. NC will also monitor county operations by random sampling. The State also provides a FNS E&T email address to submit questions to the State E&T Team.

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.

North Carolina operates a voluntary FNS Employment and Training program in the following participating counties: Buncombe, Cabarrus, Chatham, Cherokee, Durham, Forsyth, Guilford, Iredell, Lincoln, Mecklenburg, Moore, Orange, Pitt, Wake, Wilson, Washington, Halifax, Robeson, New Hanover, Bertie, Alexander, Cumberland, Hoke, Scotland, Carteret, Edgecombe, Cherokee, Catawba Nation, Union, and Harnett. We have new E&T providers that will assist with expansion of the additional counties.

Provide a list of the components offered.

SJS	Supervised Job Search
ST	Job Search Training
JR	Job Retention Services
SET	Self-Employment Training
EPB	Educational Program, Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)
EPC	Educational Program, Career and/or Technical Education Programs or Other Vocational Training
WA	Work Activity

EPIE	Integrated Education and Training/Bridge Programs
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Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

<https://www.ncdhhs.gov/divisions/child-and-family-well-being/food-and-nutrition-services-food-stamps/food-and-nutrition-services-employment-and-training-program-fns-et>

## II. Program Changes

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

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

The State is receiving Strategic Planning Guidance from Ernst&Young on how to continue to develop and implement a plan for E&T Growth. The NC FNS E&T program is preparing to become more accessible and equitable to our work registered FNS recipients. EY will conduct analytic research, that include interviews with E&T Providers, E&T Counties and prospective 14 counties. NC’s current E&T counties are Buncombe, Cabarrus, Chatham, Cherokee, Durham, Forsyth, Guilford, Iredell, Lincoln, Mecklenburg, Moore, Orange, Pitt, Wake, and Wilson County.

The State with assistance with EY reviewed data from the Department of Commerce, USDA and the Bureau of Labor Statistics US Department of Labor to determine which non-E&T counties to initially begin with. The 14 counties are: Anson, Cleveland, Edgecombe, Greene, Lee, Martin, McDowell, Nash, Richmond, Rutherford, Scotland, Warren, Wayne and Vance.

The State will provide the FNS E&T Referral and Screening Form to E&T providers to provide access to the FNS recipients. The State will need to add additional E&T Program Consultants and assign each consultant to a region. To begin the FNS E&T screening and referral process, we will also onboard a staff member to manage the referral workflow.

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The State will provide monthly FNS verification for the fourteen (14) counties, that will be added in FFY 2024. The verification of FNS status of the enrolled E&T participants will be emailed to the provider by the 5<sup>th</sup> of each month. The State will report changes to the local DSS within ten (10) business days by sending the changes by fax to the local DSS. The fax confirmation and the change information will be uploaded to the NC Works, the FNS E&T database system, individual cases by State Staff.

#### Intermediary

The state is providing TA to Grace Mar to support with potentially becoming an intermediary E&T provider. Based on Grace Mar increase in performance from FFY 21 and FFY 22, the state has agreed to provide TA to Grace Mar to become an onboarding/recruiter for appropriate providers. By Grace Mar becoming an onboarding/recruiter this will strength the accessibility and equity goal with NC. Grace Mar will assist with recruiting providers in the following counties Union, Alexander, and Cumberland.

Salvation Army is a new intermediary with NC. Salvation Army will provide E&T services to Guilford and Chatham County. Salvation Army will be responsible for monitoring, obtaining monthly expenses to their sub-contractors (Salvation Army of Chatham and Housing Consultant Group).

Cost per Component Increase: NC implemented a cost per component workbook to assist with determining the cost per component. Also, NC has onboarded five new providers. The providers have submitted a budget that is determined to be reasonable and necessary to implement the E&T components.

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.

NC has 100 counties and currently serves 15 counties, we are planning to add 14 additional counties for FFY 2024. NC would like to increase the accessibility of the program and ensure equality to the FNS recipients. Along with Grace Mar becoming an intermediary provider, this will increase NC's outcome and participation data to provide evidence of accessibility and equality opportunity to FNS recipients. Grace Mar will provide access to E&T services to additional counties, such as Union, Alexander, and Cumberland

### **III. Consultation and Coordination with the Workforce Development System**

*State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the*

*relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.*

## Consultation

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

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

North Carolina Employment and Training (NC E&T). FFY 2023, a meeting was held on July 24, 2023, with James Bain, Deputy Director of NC Works Commission (State Workforce Development Board). This meeting was extremely productive with a clear path forward toward meaningful collaboration and partnership FFY 2024. Below are the outcomes:

1. NC E&T will attend at least one quarterly Commission and/or Committee Meetings to highlight E&T, its benefits through networking to help determine potential opportunities for growth.
2. NC E&T will continue working with E&T Partners to co-enroll participants in the career center/One Stop to extend services.
3. NC E&T will attend NC Association of Workforce Development Board - Directors Council meeting, held on each Friday, at least quarterly as a means of improving awareness and potential opportunities.
4. NC E&T staff was provided with LEAD information to assist with determining which education and training to focus on. We will utilize this information with NC Community College System Office to develop education and training for FNS E&T Participants.

The LEAD analysis will be shared with our providers to assist with their Scope of Work to meet the workforce needs and participants training needs. By meeting with the Workforce Development Deputy Director it impacted NC to add the **Integrated Education and Training/Bridge Programs (EPIE)** component. By adding this component it will open more OJT/Pre-Apprenticeships/Apprenticeships for our FNS E&T participants to gain sustainable employment.

5. NC E&T will continue to work with James and Wendy to identify expansion opportunities and how both Programs can provide wraparound services to clients.
6. NC E&T will invite NC Works Commission, to provide a session on dual enrollment with WIOA and E&T at the FNS E&T October 2023 Quarterly Meeting.
7. NC E&T will invite The Labor and Economic Analysis Division (LEAD), to provide a session on the labor market and the tools for providers and counties to utilize to assist with target careers in the respective counties. The invite will be for FNS E&T October Quarterly Meeting.

NCDHHS looks forward to continuing to establish and maintain a strong partnership.

**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.

The State agency does not directly consult with private employers. The NC E&T providers consult with local employers for employment placement.

## Coordination

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

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

N/A

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**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).

E&T providers co-enroll prospective SNAP E&T participants in the local career centers, thereby leveraging federal workforce programs (e.g., WIOA, Wagner-Peyser) as well as informing the individual about demand and emerging occupations. The State will coordinate sessions with NC Works Commission and LEAD to provide information and data to NC E&T providers and counties as they continue to work towards the workforce demands.

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

Yes

No

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

The State had a meeting with Temporary Assistance for Needy Families (TANF) on August 11, 2023, to discuss braiding of funds. TANF, E&T and our NC Community Systems Office will have a meeting to collaborate on reverse referrals. TANF Staff and E&T Staff discussed the option of TANF child only cases being referred to E&T. The State is not allowed to enroll TANF recipients that are receiving TANF employment services. We have a follow up meeting on October 2, 2023 to begin to decide on how to provide the outreach to on the services from both programs.

**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).

E&T is not currently working with these programs.

#### IV. Consultation with Indian Tribal Organizations (ITOs)

*State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on*

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*reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.*

Did the State agency consult with ITOs in the State?

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

Name the ITOs consulted.

Catawba Nation

**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).

An introductory meeting between the State and the Catawba Nation took place in November 2022. On August 16, 2023, a follow up meeting with the Catawba Nation, the State, other key stakeholders, and Ernst & Young Consulting Group occurred to discuss challenges and plans for Catawba Nation to become a E&T provider. Catawba Nation is considering becoming a FNS E&T provider. They would like to join the next FFY. As a result of the consultation, NCDHHS has followed up with Catawba Nation by offering technical assistance with the RFA process, and NC Works. We will also extend an invitation to E&T Quarterly meetings to assist with building the partnership.

**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?

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- 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.



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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.)

NCDHHS runs an all-voluntary E&T program. North Carolina exempts all work registrants.

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

Yearly

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

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other: Click or tap here to enter text.

## VII. Organizational Relationships

*State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T*

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*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 NCDHHS FNS E&T team is responsible for supervising county DSS and community-based organizations in the implementation of the Program. The NCDHHS FNS E&T team, is comprised of the FNS E&T Coordinator, two FNS E&T Program Consultants, Administrative Associate and FNS Operations Support. The FNS E&T team directly administers the E&T Program, establishes E&T policy, contracts for E&T services, establishes partnership and collaboration, and monitors providers. The Employment and Training Program is administered through the fifteen (15) local county human services offices. The Eligibility Worker will review the Eligibility Worker Oral Script with the FNS recipient at the time of application and at recertification to offer E&T services and access for work registrant exemptions. Upon case approval the Consolidated Work Notice will be mailed to the FNS recipient. Many county offices coordinate activities with local workforce centers and community-based organization for referral or service activity to serve FNS E&T participants.

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

NCDHHS FNS E&T will be integrated with the NC Policy and Program Integrity team to ensue synergy. The E&T unit coordinates and communicates with the DSS offices responsible for certification policy through various methods as needed. E&T communicates policy changes to County DSS through Dear County Director Letters (DCDL), terminal messages, listserv, oral scripts, and State regional staff. NC E&T conduct quarterly meetings with county and community-based E&T providers. NCDHHS meets regularly with the county Board of Directors, 100 County call and are examples of how E&T and other FNS policy is communicated.

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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.'

NCDHHS and E&T partners share participant data and information through NCWorks (i.e., SNAP E&T activity) and NC FAST systems (i.e., FNS eligibility information).

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.

As indicated above, the E&T related data including referrals, E&T activities, and case notes are stored in the NCWorks. The FNS eligibility information such as certification period, benefit amounts, and noncompliance data are stored on the NC FAST system. NCDHHS coordinates with the NCWorks (Geographic Solutions) and NC FAST teams to interface these systems. The interface continues to be in the testing phase as of August 1<sup>st</sup>, 2023. As of today the interface is still in the testing phase. A meeting will be held on October 4, 2023, to move the interface forward.

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

NCDHHS shares new policies, procedures, and other information with the intermediary or other E&T partners via virtual and in-person quarterly meetings. In addition, NCDHHS disseminated information via email and the State's FNS E&T website. The State maintains an updated email list of E&T partners.

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.

A review of the management of the FNS Employment and Training (E&T) Program is conducted for participating county DSS offices, based on county population size the same as FNS. Monitoring for the state-

contracted partners is based on contract award amounts. Partners with budgets \$500,000 and up will be monitored yearly. Partners with contracts budgeted for \$100,000 to \$499,999 will be monitored every other year, while those with budgets of \$99,999 or less will be monitored every three years. The State reserves the right to conduct a full management evaluation (ME) of any provider or county for cause at any time. The monitoring will begin with a current monthly risk assessment of the targeted functional areas including the fiscal invoices. Technical assistance will be provided to partners for all non-compliance. Reassessment will be conducted for two additional months. If repeat noncompliance at the end of three months, a full management evaluation will be conducted. The monitoring activity may be conducted as an onsite visit or a desk review. Areas covered by the risk assessment and ME include case file reviews, funding spent for participant reimbursements and program expenses, programmatic and fiscal reporting. The case file reviews are evaluated based on, but not limited to, the following elements: eligibility, referrals, assessments, information transmittal, component enrollment, methods and amounts issued for participant reimbursements, and participant communication. A month during the prior federal fiscal year to monitor funding and fiscal reporting is selected at random.

Preparation for the reviews and on/off site activities are conducted the same as FNS, as applicable to the program. The E&T detailed summary report generated through Geographic Solutions (GeoSol) and FNS E&T Referral Report, and when necessary, the FNS E&T Outcome Exception Report generated through NCWorks are used to determine which cases to review. Below is the number of cases reviewed for each participating county or state-contracted partner.

County Population Size	Partner contract amount \$	Cases reviewed
> 4,999	\$500,000 and up	15
4,999	\$499,999 to 100,000	10
<4,999	\$99,999 or less	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).

NCDHHS evaluates partner performance using various reports within the NCWorks system sortable by period and provider. These include but are not limited to E&T services provided, successfully completed and credentials attained. Upon review of quarterly NCWorks activity reports, the State will compare to the provider's proposed performance. Providers are required to report performance outcomes forty-five (45) days after the 4<sup>th</sup>

quarter of the FFY. Once the “review” is complete, performance will be discussed with the provider, and technical assistance will be offered.

## 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.

This determination is made at the time of FNS application, FNS recertification, and/or reported change. The workers assess all applicant households that contain the following:

- Individuals ages 16 through 59 that each non-exempt household member is required to comply with the following FNS work requirements:
- Register for work at the time of application and every 12 months after initial registration; and
- Participate in a FNS Employment and Training (E&T) program if assigned; and
- Do not voluntarily and without good cause quit a job of 30 or more hours a week or reduce work effort to less than 30 hours a week.
- During determination the eligibility worker will input all application information into the NC FAST system. All household members between the ages of 16-59 are screened for work registration.

Policy guidelines regarding Work Registration are programmed into NC FAST. The caseworker enters evidence pertaining to work registration. The system will determine the status of the household member based on the policy programmed into the system and the evidence that the caseworker entered. All caseworkers are trained on how to establish work registration. If the NC FAST system is down caseworkers may use Job aids and established policy to determine work registration. Instead of using the NC FAST automation, caseworkers will use manual process including paper documents to ensure work registration.

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.?

Work registration occurs when:

1. The appropriate work registration evidence(using work codes) is entered in the North Carolina Families Accessing Services through Technology (NC FAST); and
2. The DSS-8569 Consolidated Work Notice is completed, and the original is provided to the FNS units. A copy is filed in the case record. Document the case file that the

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DSS-8569 was provided by mail. The Eligibility Workers credentials are attached to the evidence in NC FAST.

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

NC currently is operating with an interview waiver for FNS. All work registrants receive a written explanation. In addition, the State agency provides written explanation and oral notification of the applicable work requirements. NC elected to interview the applicants whose social security number ends in an odd number. The FNS recertification interviews are determined by the case number. If the case number ends in an odd number, then the interview will occur.

## 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 workers use the FNS E&T Screening and Referral form, which includes State-specific questions, to screen individuals to determine if it is appropriate to refer FNS recipients to the State's SNAP E&T program. The specific questions are below:

- Is individual currently interested in education and/or training?
- Is individual currently interested in obtaining employment?
- Does individual have any challenges to gainful employment?

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.

During application and recertification, Eligibility Workers screen all FNS applicants with the FNS E&T Referral and Screening form to determine if they are subject to the work requirements or if they are exempt. The Eligibility Worker oral script informs the participant about all applicable work requirements and participant reimbursements.

This is done by reviewing the FNS applicant's evidence/work registration codes in NC FAST, which are assigned at application/recertification approval.

All work registrants are asked three additional screening questions from the FNS E&T Referral and Screening at the time of application and recertification. Based on the answers of the three questions, the State staff will determine which provider to refer the participant to for E&T services.

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

The E&T Provider will send an encrypted email, with the FNS E&T Referral and Screening form is a communication form and is sent to local DSS E&T staff. The DSS E&T staff will verify FNS eligibility and will screen the referral for program appropriateness, within 3 business days of receiving the referral and review the FNS Recipients case to ensure the referral is appropriate for E&T. The FNS E&T Referral and Screening form verifies if the individual is a current FNS recipient, FNS certification period and if the individual is an ABAWD. If the individual is deemed appropriate at that time the completed FNS E&T Referral and Screening Form is provided to the E&T provider. A SNAP E&T Application will be entered into NC Works to track the participants progress while in the E&T program. The State, County and/or provider will communicate at least on a monthly The FNS E&T Referral and Screening form will be uploaded to the NCWorks system for monitoring purposes.

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?

Participants are informed about participant reimbursements during the Screening and Referral process. This is reinforced during the E&T provider assessment.

## **X. Referral to E&T**

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

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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)?

All individuals are screened and referred by an Eligibility Worker. When an E&T participant is referred to the program, they are provided with the E&T provider's contact information, if they would like to contact the provider for assistance. The State will provide the E&T provider the FNS E&T Referral and Screening form which verifies eligibility, work registrant status and that this is a voluntary program. The provider is alerted that the referral has been made and the form will be available in NC Works for the provider to review. The participant is verbally notified that they will be participating in E&T and that the provider will contact them for the orientation and assessment. They will receive E&T services which includes participant reimbursements and case management services. If the individual fails to participate in the E&T program, there is no penalty for this action due to NC is a voluntary state.

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.?

When a reverse referral is received from an E&T Provider, the eligibility worker will screen the referral to ensure the appropriateness of the referral. If the individual is deemed appropriate, then the FNS E&T Screening and Referral form will be validated with the required information and sent to the E&T provider to move forward with the referral. Then the participant is notified that they are eligible for the FNS E&T Program services. The E&T Provider reviews (with the participant) the "Participant acknowledgement" section on the FNS E&T Screening and Referral form that provides information on the individuals rights to receive participant reimbursements, etc.

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.

While the next step varies from county to county throughout the State, the most common next step is that the E&T provider contacts the prospective participant and conducts an in-person or virtual orientation regarding the program. During orientation the participant receive and assessments, information regarding workforce services, NC Works, components, reporting expectations, partner resources and participant



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reimbursements. This includes information about internal and external training and educational specific programs.

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?

The information is communicated within NC Works. If any information has changed with the individual it is documented in the case notes in NC Works for both the E&T provider and State agencies can review.

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?

For referrals (direct or reverse), the FNS E&T Screening and Referral form is utilized to communicate with E&T providers and is uploaded into the NCWorks database. Upon approval of FNS E&T eligibility, the county DSS E&T staff will enter the E&T referral, within three (3) business days, into NC FAST and sends the notification to the county E&T Coordinator, E&T Social Worker or contracted FNS E&T partner. The following information must be included in the encrypted email or confidential notification: • Date of referral • Recipient's name • FNS Product Delivery Number • Month and Year of current FNS certification period. Once the referral is deemed appropriate by State staff for E&T, all case notes are entered into NC Works for both parties to review and track the participants progress in the program.

For reverse referral, the partner provides the E&T designee for the county the completed FNS E&T Screening and Referral form to verify eligibility, certification period and work registrant status. Once eligibility is established, the County staff create an application in NC Works, upload the FNS E&T Screening and Referral form, and assigns it to the referring party. The referring party is alerted by NCWorks, and the County staff also alerts the referring partner. Once the referral is deemed appropriate by State Eligibility staff for E&T, all case notes are entered into NC Works for both parties to review and track the participants progress in the program.

## **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.*)

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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)

Yes, the State requires a participant to complete an FNS E&T assessment form. The assessment form is a standardized form that was designed for the State Agency FNS E&T program. After the assessment is conducted by the E&T provider, the completed FNS E&T assessment is uploaded into NC Works where it can be viewed by the State agency, providers, and the participant.

## **XII. Case Management Services**

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

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

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

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

Case management is delivered according to the best method to engage with the participant. This engagement can be, but not limited to (face to face contact or virtual

contact) with the participant. Case management is required to be delivered at least once per month.  
 Our Case Management is designed to be coordinated between the E&T Case Manager, provider, and eligibility staff. This staff works in an efficient manner to best support the participant. The E&T providers are required to enter case notes into NC Works at least monthly.  
 The State reviews the efficiency delivery of the case management during the monitoring review.

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

Communication/Coordination with:

SNAP eligibility staff:	E&T Case Managers will communicate with designated SNAP eligibility Staff by entering required monthly case notes in NC Works that can be viewed by the designated SNAP Eligibility Staff. The E&T Case Managers will communicate any changes to the designated SNAP eligibility staff to assist with tracking eligibility and progress of the participant.
State E&T staff:	E&T case managers will seek communication with E&T state staff for any policy, or contract questions. E&T case managers may also participate in monthly or quarterly meetings with state staff and frequent communication during the management evaluation process.
Other E&T providers:	E&T case managers will engage and meet with the E&T providers as needed to track participant's progress in the program. The E&T Case Manager will communicate the needs of the participants on a monthly basis.
Community resources:	E&T case managers will engage in community events and keep community resources available to assist participants. E&T Case managers will share E&T opportunities with the community resources to build partnerships for the participants.

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

Case management services are provided in a variety of modes to meet the needs of the FNS E&T participant. The most prevalent mode is the client's eligibility is determined at the DSS office and the referral is sent to the E&T Coordinator to discuss the E&T Program and benefits. The E&T Coordinator will refer the clients interested in volunteering in the E&T Program to a provider, educational navigator etc. to provide case management services throughout the program. Case management is conducted to assist in meeting the client's needs. The meeting can be accomplished

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by various methods (phone, virtual or audio call, in person,) in order to meet the client where they are.

### 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)?

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

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

- Yes
- No

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

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

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

- Three months or until the individual complies, as determined by the State agency
- Up to 6 months

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

- Six months or until the individual complies, as determined by the State agency
- Time period greater than 6 months
- Permanently

The State agency will disqualify the:

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

## XV. Good Cause

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

Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

The State agency, through case managers/eligibility workers, makes the determination of whether an individual who refuses or fails to comply with the SNAP work requirements did so with good cause. Good cause issues are addressed on a case-by-case basis. The follow-up assessment is utilized to obtain vital information from the household when determining whether good cause exists. The number of attempts made to SNAP participants for additional information is as often as deemed necessary.

The State agency, through case managers/eligibility workers, considers the facts and circumstances, including information submitted by the household member involved and, if appropriate, the employer. Once verification and clarifying information are received, The State agency, through case managers/eligibility workers, will evaluate the situation/documentation and determine if the participant's circumstances were beyond the participant's control, and if so, establish good cause.

The State agency, through case managers/eligibility workers, reaches out to the SNAP participant, employers, and the E&T provider(s) by telephone, email or mail.

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

Good cause reasons for leaving a job are as follows:

- Being discriminated against because of your race, color, national origin, sex (gender identity and sexual orientation), religious creed, age, disability, or political beliefs.
- Not being paid on schedule or being required to work overtime and not being paid for the overtime.
- Taking another job as long as the new job is thirty (30) or more hours per week or the job pays federal minimum wage multiplied by thirty (30) hours.

- If the household has to move because a FNS household member is going to school half time, in a training program, or college.
  - If you are under the age of 60 and leave a job and the employer sees this as retirement.
  - Accepting a job of thirty (30) hours or more per week but due to no fault of your own, the job does not take place or is not a suitable job (see below).
  - Often going from one employer to another because you are a migrant farm worker or a construction worker.
  - Things not in your control. This can include your illness or the illness of another family member needing your care.
  - A household emergency, no transportation, or the lack of good childcare for children who have reached age 6 but are under 12.
- Good cause regarding whether a job is not suitable are as follows:
- The job pays less than the federal minimum wage, State minimum wage, or training wage, whichever is highest.
  - The job is on a piece rate basis and the average hourly yield is less than the minimum federal, State, or training hourly wage.
  - To keep your job, you have to join, resign from, or not join any legal labor organization.
  - The work offered is at a site subject to a strike or lockout at the time of the offer.
  - The degree of risk to health and safety is unreasonable.
  - The member is physically or mentally unfit to perform the employment. A doctor has to prove this.
  - The job offered within the first thirty (30) days of registration is not in the members' major field of experience.
  - The distance from the member's home to the job is unreasonable due to pay, time, and cost of commuting. Distance is unreasonable when commuting is more than two hours per day. This does not include the transportation of a child to day care. A job is also not suitable if neither public nor private transportation is available and walking distance to the job is more than two miles round trip.
  - The working hours or nature of the job interferes with religious observances or beliefs.

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.

**This is not applicable since E&T is a voluntary program, currently available to FNS recipients in certain counties.**

## 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.*

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

E&T providers have been informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component. The Provider conducts a FNS E&T assessment and will determine if the participant is a good fit for the E&T services they provide. If the participant is determined not to be a good fit for E&T services, the E&T provider will inform the State. E&T providers will not discriminate against protected classes when making providers determinations decisions. The E&T providers can contact the State for provider determination guidance at any time. At the time of monitoring the State will ensure reasonable provider determination decisions are made and ensure that Civil Rights laws are followed. ABAWDs who receive a provider determination will not accrue countable months during the month in which the State notifies the ABAWD of the provider's determination.

State staff will review and process the provider's determination and will make a referral to another partner if only unfit for a specific component. Provider determinations are based on criteria, specific to an E&T provider that is establish who is likely to be successful in a particular E&T component.

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

The State Agency will notify the participant by mail or phone call to inform the participant of provider determination within 10 business days. The State Eligibility staff will conduct a reassessment with the participant to determine an appropriate E&T referral, or exempt from work requirements.

## **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*



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*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

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.  <i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&amp;T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i>	2622
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.	2622
III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$2,795,296
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$232,941
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$88.84

### Participant Reimbursement Details

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

- **Allowable Participant Reimbursements.** Every State agency must include childcare and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.

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- **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
Dependent Care	No cap	County DSS Agencies, CBOs, and NCCCS	Advance payment to childcare provider of actual Amount
Transportation	No cap	County DSS Agencies, CBOs, and NCCCS	Advance payment to participant (Gas cards, bus tokens/ passes, etc.) of actual amount
Education and Work-related Tools and equipment, uniforms/clothing, i.e.	No cap	County DSS Agencies, CBOs, and NCCCS	Payment to participant/vendor for actual expense (test fees, books, uniforms, license fees, i.e)

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Cell phone-Cell phone service policy on file	\$75 per phone and \$50 per month cell phone service	County DSS Agencies, CBOs, and NCCCS	Payment vendor to
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Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Transportation	Yes, varies by organization	County DSS Agencies and CBOs	Reimbursement to participant (Mileage reimbursement/ bus passes) of actual amount
Tuition Assistance	No cap	County DSS Agencies, NCCCS	Advance payment to college of actual Amount; (complies with cost parity)
Training/Education and Other Work-Related Items	No cap	County DSS Agencies, CBOs, and NCCCS	Payment (to participant) or Reimbursement (to participant) of estimated amount

If providing dependent care, specify payment rates for childcare 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.

The Division of Child Development and Early Education is required as part of the Child Care Development Fund (CCDF) block grant to conduct a market rate survey reflecting variations in the price to parents of childcare services by geographic area, type of provider, and age of child. Rates from the NC Child Care Market Rate Study (published October 31, 2022) are used in determining the childcare rates for each county. For FFY 2022-24, six County DSS agencies have childcare included as a participant reimbursement. For each county shown below, the monthly cap is specified (if applicable) and the local market rates are provided for 4- and 5-star rated

providers showing the lowest range (for school-aged children in family home care settings) and highest range (for infants and toddlers in childcare center settings).

- 1) Chatham County caps reimbursements at \$1,700 per month (per participant/family).
  - Local Market Rates = \$490 - \$1419 per child
- 2) Iredell County does not specify a cap for childcare reimbursements.
  - Local Market Rates = \$437 - \$1220 per child
  - Mecklenburg County does not specify a cap for childcare reimbursements  
Local Market Rates = \$490 - \$1278 per child
- 3) Orange County does not specify a cap for childcare reimbursements.
  - Local Market Rates = \$513 - \$1445 per child
- 4) Pitt County does not specify a cap for childcare reimbursements.
  - Local Market Rates = \$423 - \$924 per child
- 5) Wilson County does not specify a cap for childcare reimbursements.
  - Local Market Rates = \$348- \$806 per child

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?

As part of the screening process, the client will be informed of the availability or lack thereof dependent care or reimbursement.

Client will be given the following options:

- proceed with the E&T voluntary participation and provide community dependent care resources for the E&T participant to follow up on;
- be assigned to an E&T activity that does not require dependent care such as virtual trainings, and/or supervised job search; or
- dependent care options in other counties along with case management where a neighboring county is accessible.

## **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*

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*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.

This information is obtained through the NC FAST system which is the system of record for SNAP eligibility in North Carolina. The programming steps are as follows:

STEP-1: NC FAST will be used to generate a list of unduplicated FNS recipients who are active as of 01-October- 2023. The same system is used for quarterly reports to develop a list of unduplicated FNS recipients who are active for the respective quarter.

STEP-2: The list is filtered according to defined criteria for work registrants that meet the following eligibility requirements: Persons ages 16 - 59 except for those meeting the following exemptions:

- Physically or mentally unfit for employment.
- Caring for a child under age 6 or an incapacitated person.
- Employed thirty (30) hours or more per week or earning weekly wages at least equal to the federal minimum wage multiplied by thirty (30) hours;
- Regularly participating in a drug addiction, alcoholic treatment, or rehabilitation program;
- Already participating in certain work programs or complying with certain work requirements; or
- Students in school half-time or more.

Step-3: Once the list is filtered per the defined criteria, a list of work registrants is produced.

Describe measures taken to prevent duplicate counting.

Each FNS recipient is assigned a Common Name Data Service (CNDS) ID Number which is a unique identifier. A list is compiled filtering duplicated CNDS numbers, resulting in an unduplicated FNS recipient list.

## 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

NCDHHS uses NC FAST and NCWorks GeoSol to compile Federal reporting data.

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

N/A

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

N/A

### State Component Reporting Measures

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

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

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

North Carolina uses the NC FAST system, which is the State’s FNS recipients’ eligibility case management system.

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

NCDHHS does not conduct follow up surveys.

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*

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*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**

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<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>
<b>Job Search Training (JST)</b>	Number and percent of total participants who obtain employment after participating in job search training (the number of people who obtain employment divided by the number of people who participate in Job Search Training).	<p>Numerator will include the number and percent of total participants who obtained employment within the reporting period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the number of participants that participated in the Job Search Training component during the period of 10/1/2023 to 9/30/2024.</p>
<b>Supervised Job Search (SJS)</b>	Number and percent of total participants who obtain unsubsidized employment after participating in Supervised Job Search (the number of people who obtain unsubsidized employment divided by the number of people who participate in Supervised Job Search).	<p>Numerator will include the number and percent of total participants who obtained unsubsidized employment within the reporting period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the number of participants that participated in the Supervised Job Search component during the period of 10/1/2023 to 9/30/2024.</p>

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<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<b>Job Retention (JR)</b>	Number and percent of total participants are still employed up to 90 days (the number of people who are still employed after 90 days divided by the number of people who received Job Retention Services. The job retention component is meant to provide support services for at least 30 days and up to 90 days to individuals who have secured employment. The participant must have secured employment after or while receiving other E&T services.	Numerator will include the number and percent of total participants who are still employed after 90 days within the reporting period of 10/1/2023 to 9/30/2024. Denominator will include the number of participants that participated in the Job Retention component during the period of 10/1/2023 to 9/30/2024.
<b>Basic/ Foundational Skills Instruction (EPB)</b>	Number and percent of total participants who have basic skills gains (i.e., increase their literacy or numeracy, obtain a General Education Degree (GED)) (the number of people who have basic skills gained divided by the number of people who participated in the Basic Education component).	Numerator will include the number and percent of total participants who obtained a General Education Degree (GED) within the reporting period of 10/1/2023 to 9/30/2024. Denominator will include the number of participants that participated in the Basic Education/ Foundational Skills component during the period of 10/1/2023 to 9/30/2024.
<b>Career/ Technical Education Programs or Other Vocational Training (EPC)</b>	Number and percent of total participants who obtain credential, certificate, or degree compared to the Career/ Technical Education Programs or Other Vocational Training participants.	Numerator will include the number total participants who obtained credential, certificate, or degree within the reporting period of 10/1/2023 to 9/30/2024. Denominator will include the number of participants that participated in the Career/ Technical Education or Vocational Training component

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		during the period of 10/1/2023 to 9/30/2024.
<b>Work Activity (WA)</b>	Number and percent of total participants who obtain employment (the number of people who obtain employment divided by the number of people who participate in the Work Activity component)	Numerator will include the number and percent of total participants who obtained employment within the reporting period of 10/1/2023 to 9/30/2024. Denominator will include the number of participants that participated in the Work Activity component during the period of 10/1/2023 to 9/30/2024.

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

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

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

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

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

**Table F.I. Pledge Assurances**

<b>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).</b>	<b>Check Box</b>
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 <sup>st</sup> 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"/>

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Where will the State agency offer qualifying activities?

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

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

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

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

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

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

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

*The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training*

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*programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).*

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

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

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

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

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

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

**Table F.III. Available Qualifying Activities**

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

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

**Table F.IV. Estimated cost to fulfill the pledge**

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

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

--

## G. Component Detail

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

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

### I. Non-Education, Non-Work Components

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

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



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

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

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>Supervised job search consists of the following factors:</p> <ul style="list-style-type: none"> <li>• NC's State approved locations are any location deemed suitable by NC where a participant has access to the tools they need.</li> <li>• Supervision can occur asynchronously either remotely or in person, but engagement with a skilled staff person must occur at least monthly.</li> <li>• The NC has selected the location of the E&amp;T Providers and Counties for the approved locations. The criteria used by the State agency to approve locations for SJS is based on accessibility for the participant the CBO case manager' ability, capacity, and pervious monitoring. As mentioned, this can be done virtually</li> <li>• Activities of participants shall be directly supervised by E&amp;T Providers; and</li> <li>• Timing and activities of participants are documented in NC Works.</li> </ul> <p>All SJS activities must be annotated in Geosol. At a minimum, the monthly case note must include:</p> <ul style="list-style-type: none"> <li>• The title and employer of the prospective job(s)</li> <li>• How the job is related to the individual's skill set and/or training</li> <li>• Date and time of interview</li> <li>• Results of the interview including start date, title, weekly rate, and hours per week of employment if applicable</li> <li>• Follow up actions (e.g., "Thank you" correspondence to the interviewer, I-9 Employment verification)</li> </ul>
Direct link	<p>As part of the Request for Application process (RFA), and RFA renewals E&amp;T Providers submit a written description of their approach to the project, including identification of key workforce partners and employers in demand occupations. Supervised job search ensures participants are getting feedback and assistance with this component to make them successful in the job market. Since all potential SNAP E&amp;T participants will be co-enrolled with the NCWorks Career centers, job search activities will be coordinated within the NCWorks database thereby having a direct link to employment opportunities.</p>
Target population	<p>This service is targeted for participants that have marketable skills that can be transitioned into specific job fields.</p>

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Criteria for participation	The participant must be able and willing to accept suitable and gainful employment, have marketable skills, and have completed a basic education and/or vocational education training component.
Geographic area	This component will be available in the following counties: Cabarrus, Durham, Guilford, Iredell, Forsyth, Mecklenburg, Orange, Pitt, Cherokee, Anson, Cleveland, Edgecombe, Greene, Lee, Martin, McDowell, Nash, Richmond, Rutherford, Scotland, Warren, Wayne and Vance.
E&T providers	Center for Employment Opportunities, Eastern Carolina Vocational Center, Goodwill Industries of Central NC, Grace Mar Training & Employment, I-CARE, Community Culinary School of Charlotte, The Help Center, Salvation Army, OIC, Urban League
Projected annual participation	1,061
Estimated annual component costs	\$1,032,039  NC implemented a cost per component workbook to assist with determining the cost per component. Also, NC has onboarded five new providers. Administrative costs for providers has increased due to the number of staff that will be dedicated to E&T. This additional staff is reasonable and necessary to administer the E&T program on a county level. Cost varies from county to county and the cost per component will vary. The providers have submitted a budget that is determined to be reasonable and necessary to implement the E&T components.

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

Details	Job Search Training (JST)
Description of the component	Job Search Training consists of the following factors: 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.

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Target population	This service is targeted for participants that are seeking employment or enhancing their skills to gain better employment.
Criteria for participation	There are no required skills, knowledge, or experience requirements for this component. However, any participant seeking employment who needs case management, workplace etiquette, and motivational skills would be considered a candidate for participation in this component. Clients with literacy and numeracy limitations may be better suited for a Basic Education component to enhance those skills prior to participating in Job Search Training.
Geographic area	This component will be available in the following counties: Buncombe, Cabarrus, Chatham, Cherokee, Forsyth, Guilford, Iredell, Lincoln, Mecklenburg, Moore, Orange, Pitt, Wake, Wilson, Anson, Cleveland, Edgecombe, Greene, Lee, Martin, McDowell, Nash, Richmond, Rutherford, Scotland, Warren, Wayne and Vance.
E&T providers	Center for Community Transitions, Center for Employment Opportunities, Eastern Carolina Vocational Center, Goodwill Industries of the Southern Piedmont, Goodwill Industries of Central NC, Grace Mar Training & Employment, I-CARE, National Center on Institutions and Alternatives, NC Community College System, , Community Culinary School of Charlotte, TCK Providence, Salvation Army, Urban League
Projected annual participation	697
Estimated annual component costs	\$898,028 NC implemented a cost per component workbook to assist with determining the cost per component. Also, NC has onboarded five new providers. Administrative costs for providers has increased due to the number of staff that will be dedicated to E&T. This additional staff is reasonable and necessary to administer the E&T program on a county level. Cost varies from county to county and the cost per component will vary. The providers have submitted a budget that is determined to be reasonable and necessary to implement the E&T components.

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

Details	Job Retention (JR)
Description of the component	<p>Job Retention consists of the following factors:</p> <ul style="list-style-type: none"> <li>• The State will provide job retention services for at least thirty (30) days.</li> <li>• This component is meant to provide support services for up to ninety (90) days to individuals who have secured employment. This activity may include counseling, coaching, case management and participant reimbursements.</li> <li>• Only individuals who have received other employment/training services under the E&amp;T program are eligible for job retention services. The participant must verify his/her employment monthly to continue to receive retention services.</li> <li>• Retention services can begin the first day of employment or from the day the participant is no longer eligible for FNS benefits, whichever is sooner.</li> <li>• The participant must have secured employment after or while receiving other employment/training services under the E&amp;T program.</li> <li>• There is no limit to the number of times an individual may receive job retention services as long as the individual has re-engaged with E&amp;T prior to obtaining new employment.</li> </ul> <p>Job retention participant 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&amp;T partner's contract or POA.</p>
Target population	This service is targeted for participants that have secured employment and need supportive services to maintain employment.
Criteria for participation	The participant must have obtained employment after participating in the E&T program and should have marketable skills.
Geographic area	This component will be available in the following counties: Buncombe, Cabarrus, Chatham, Cherokee, Durham, Forsyth, Guilford, Iredell, Lincoln, Mecklenburg, Moore, Orange, Pitt, Wake, Anson, Cleveland, Edgecombe, Greene, Lee, Martin, McDowell, Nash, Richmond, Rutherford, Scotland, Warren, Wayne and Vance.
E&T providers	Center for Community Transitions, Center for Employment Opportunities, Community Culinary School of Charlotte, Eastern Carolina Vocational Center, Goodwill Industries of the Southern Piedmont, Goodwill Industries of Central NC, Grace Mar Training & Employment, I-CARE, National Center on Institutions and Alternatives, NC Community College System, CodeX Academy,

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	Urban League, Salvation Army and OIC.
Projected annual participation	823
Estimated annual component costs	<p>\$957,117</p> <p>NC implemented a cost per component workbook to assist with determining the cost per component. Also, NC has onboarded five new providers. Administrative costs for providers has increased due to the number of staff that will be dedicated to E&amp;T. This additional staff is reasonable and necessary to administer the E&amp;T program on a county level. Cost varies from county to county and the cost per component will vary. The providers have submitted a budget that is determined to be reasonable and necessary to implement the E&amp;T components.</p>

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

Details	Self-Employment Training (SET)
Description of the component	Self-Employment training consists of the following: Self-Employment Programs teach recipients how to design and operate a small business or another self-employment. SET can consist of the following topics: business plan proposal, Business Essential Tax workshops, marketing strategy workshop and choosing the best business entity for SE.
Target population	This service is targeted for participants that have entrepreneurial skills and looking for assistance in starting a business.
Criteria for participation	Participants with interest in, marketable skills for, and access to resources allowing for starting their own business. Participants should minimally have a high school diploma (or GED) but preferably additional technical/vocational training and/or marketable skills.
Geographic area	This component will be available in the following counties: Chatham, Mecklenburg, Washington, Halifax, Robeson, New Hanover, Bertie, Alexander, Cumberland, Hoke, Scotland, Carteret, Edgecombe, Cherokee, Catawba Nation and Harnett.
E&T providers	Grace Mar Training & Employment, Community Culinary School of Charlotte

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Projected annual participation	23
Estimated annual component costs	\$79,376 NC implemented a cost per component workbook to assist with determining the cost per component. Also, NC has onboarded five new providers. Administrative costs for providers has increased due to the number of staff that will be dedicated to E&T. This additional staff is reasonable and necessary to administer the E&T program on a county level. Cost varies from county to county and the cost per component will vary. The providers have submitted a budget that is determined to be reasonable and necessary to implement the E&T components.

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

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



## II. Educational Programs

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

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

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

<b>Details</b>	<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>
Description of the component	This educational component includes a wide range of activities that improve basic skills and the employability of SNAP participants. Such programs include but not limited to Adult Basic Education (ABE), basic literacy, and high school equivalency (GED). Education components can offer SNAP participants an opportunity to earn postsecondary credentials valued by employers and industry, including certificates and degrees, industry-recognized credentials, and licensures.
Target population	This service is targeted for participants that have low numeracy or literacy levels and need a GED/high school diploma.
Criteria for participation	The participant must lack basic/foundational skills, GED, ESL or other educational services needed to obtain suitable and gainful employment.
Geographic area	This component will be available in the following counties: Buncombe, Cabarrus, Chatham, Cherokee, Durham, Forsyth, Guilford, Iredell, Lincoln, Mecklenburg, Moore, Orange, Pitt, Wake, Wilson, Anson, Cleveland, Edgecombe, Greene, Lee, Martin, McDowell, Nash, Richmond, Rutherford, Scotland, Warren, Wayne and Vance.
E&T providers	Community Culinary School of Charlotte, OIC, Goodwill Industries of Central NC, Grace Mar Training & Employment and North Carolina Community College.
Projected annual participation	428
Estimated annual component costs	\$837,925 NC implemented a cost per component workbook to assist with determining the cost per component. Also, NC has onboarded five new providers. Administrative costs for providers has increased due to the number of staff that will be dedicated to E&T. This additional staff is reasonable and necessary to administer the E&T program on a county level. Cost varies from county to county and the cost per component will vary. The providers have submitted a budget that is determined to be reasonable and necessary to implement the E&T components.
Not supplanting	NCDHHS has reached out to the Department of Education and confirmed that no other funding source(s) are available to participants enrolled in E&T program. This continues to be accurate information according to our education providers.

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	<p>Revisions to the RFA and POA process also require potential contractors (current and new) to provide evidence of non-supplantation or justification for exemption. This requirement is included in the NCDHHS E&amp;T Handbook and shared with our partners.</p>
<p>Cost parity</p>	<p>NCDHHS requires each sub awardee to certify cost parity as a part of the contract, the following certification language will be included:</p> <p>This certification is required to be signed by the sub awardee certifying that SNAP participants will not be charged more than what the general public would pay for the same services By signing below, I state that as a sub awardee of Supplemental Nutrition Assistance Program funding my organization agrees to the following:</p> <ul style="list-style-type: none"> <li>- Will not charge SNAP participants more than what the general public would pay for the same services; and</li> <li>- If a discount is provided to other grants or payees, the organization will provide the same discount to SNAP participants.</li> </ul>

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

<p><b>Details</b></p>	<p><b>Career/Technical Education Programs or other Vocational Training (EPC)</b></p>
<p>Description of the component</p>	<p>Vocational Training consists of the following factors:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Acceptable vocational training programs should have a direct link to the local job market.</li> <li>• Vocational Training is limited to a maximum of two (2) years.</li> </ul>
<p>Target population</p>	<p>This service is targeted for participants that are interested in training in a specific field to increase employability in that field.</p>
<p>Criteria for participation</p>	<p>Each vocational training program has detailed literacy or numeracy levels based on the curriculum.</p>
<p>Geographic area</p>	<p>This component will be available in the following counties: Buncombe, Cabarrus, Chatham, Cherokee, Durham, Forsyth, Guilford, Iredell, Lincoln, Mecklenburg, Moore, Orange, Pitt, Wake, Wilson, Anson, Cleveland, Edgecombe, Greene, Lee, Martin, McDowell, Nash, Richmond, Rutherford, Scotland, Warren, Wayne and Vance.</p>

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E&T providers	Community Culinary School of Charlotte, Goodwill Industries of Central NC, I-CARE, National Center on Institutions and Alternatives, North Carolina Community College System, and TCK Providence.
Projected annual participation	1985
Estimated annual component costs	<p>\$3,734,410</p> <p>NC implemented a cost per component workbook to assist with determining the cost per component. Also, NC has onboarded five new providers. Administrative costs for providers has increased due to the number of staff that will be dedicated to E&amp;T. This additional staff is reasonable and necessary to administer the E&amp;T program on a county level. Cost varies from county to county and the cost per component will vary. The providers have submitted a budget that is determined to be reasonable and necessary to implement the E&amp;T components.</p>
Not supplanting	<p>NCDHHS has reached out to the Department of Education and confirmed that no other funding source(s) are available to participants enrolled in E&amp;T program. This was further clarified with our educational providers. Revisions to the RFA and POA process also require potential contractors (current and new) to provide evidence of non- supplantation or justification for exemption. This requirement is included in the NCDHHS E&amp;T Handbook and shared with our partners.</p>
Cost parity	<p>NCDHHS requires each sub awardee to certify cost parity as a part of the contract, the following certification language will be included:</p> <p>This certification is required to be signed by the sub awardee certifying that SNAP participants will not be charged more than what the general public would pay for the same services.</p> <p>By signing below, I state that as a sub awardee of Supplemental Nutrition Assistance Program funding, my organization agrees to the following:</p> <ul style="list-style-type: none"> <li>- Will not charge SNAP participants more than what the general public would pay for the same services; and</li> <li>- If a discount is provided to other grants or payees, the organization will provide the same discount to SNAP participants.</li> </ul>

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

<b>Details</b>	<b>English Language Acquisition (EPEL)</b>
Description of the component	See “Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)” section
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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

<b>Details</b>	<b>Integrated Education and Training/Bridge Programs (EPIE)</b>
Description of the component	Programs that provide activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or group of occupations for the purpose of educational and career advancement. IET/Bridge programs are designed to build the foundational skills of people whose academic abilities do not meet the minimum requirements of a traditional post-secondary degree or certificate program. IET/Bridge programming provides enhanced support and programming for people through contextualized foundational instruction. – building the competencies necessary for work and education alongside career and supportive services. Bridge programs contextualize programming to specific industry sectors and have established relationships with partners (occupational skills training, education, and/or specific sector employment) who inform program design and serve as the primary “next step” destination for program participants. This integration supports individuals learning basic education skills that complement other occupation- specific hard skills, supporting individuals to succeed in the training program and subsequently employment.
Target population	Individuals who have a skills gap abilities do not meet the minimum requirements of a traditional post-secondary degree or certificate

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	program. Individuals that will volunteer to enroll in WIOA program for OJT/Pre-Apprenticeship and Apprenticeship opportunities.
Criteria for participation	The OJT//Pre-Apprenticeship and Apprenticeship has to be a WIOA component.
Geographic area	This component will be available in the following counties: Buncombe, Cabarrus, Chatham, Cherokee, Durham, Forsyth, Guilford, Iredell, Lincoln, Mecklenburg, Moore, Orange, Pitt, Wake, Wilson and Washington, Halifax, Robeson, New Hanover, Bertie, Alexander, Cumberland, Hoke, Scotland, Carteret, Edgecombe, Cherokee, Catawba Nation (Union) and Harnett.
E&T providers	Community Culinary School of Charlotte, OIC, Goodwill Industries of Central NC, Grace Mar Training & Employment
Projected annual participation	25
Estimated annual component costs	\$125,000  NC implemented a cost per component workbook to assist with determining the cost per component. Also, NC has onboarded five new providers. Administrative costs for providers has increased due to the number of staff that will be dedicated to E&T. This additional staff is reasonable and necessary to administer the E&T program on a county level. Cost varies from county to county and the cost per component will vary. The providers have submitted a budget that is determined to be reasonable and necessary to implement the E&T components.
Not supplanting	NCDHHS has reached out to the Department of Education and confirmed that no other funding source(s) are available to participants enrolled in E&T program. This was further clarified with our educational providers. Revisions to the RFA and POA process also require potential contractors (current and new) to provide evidence of non- supplantation or justification for exemption. This requirement is included in the NCDHHS E&T Handbook and shared with our partners.
Cost parity	NCDHHS requires each sub awardee to certify cost parity as a part of the contract, the following certification language will be included:  This certification is required to be signed by the sub awardee certifying that SNAP participants will not be charged more than what the general public would pay for the same services.

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	<p>By signing below, I state that as a sub awardee of Supplemental Nutrition Assistance Program funding, my organization agrees to the following:</p> <ul style="list-style-type: none"> <li>- Will not charge SNAP participants more than what the general public would pay for the same services; and</li> <li>- If a discount is provided to other grants or payees, the organization will provide the same discount to SNAP participants.</li> </ul>
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**Table G.X. Educational Program Details: Work Readiness Training**

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

**Table G.XI. Educational Program Details: Other**

Details	Other (EPO): State agency must provide description
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	

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Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	