

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

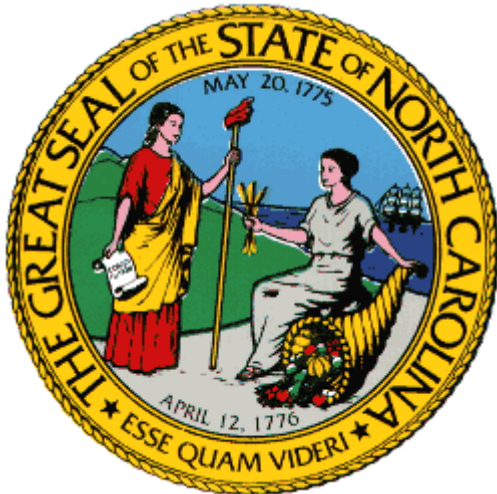


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FOOD AND NUTRITION SERVICES PROGRAM OVERVIEW

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

INTRODUCTION

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

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Guidance on Civil Rights Requirements:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

1. **mail:**
Food and Nutrition Service, USDA

1320 Braddock Place, Room 334
Alexandria, VA 22314; or

2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
FNSCIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.

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

- **Request for Applications (RFA)**

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

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

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

Applicant eligibility:

An Applicant must meet the following requirements:

- Be a non-profit or private organization
- Provide a non-federal 1:1 match which includes funding for recipient expenses
- Offer one or more of the components listed below:
 - ***Non-Education, Non-Work Components***
 - Job Search Training*** – strives to enhance job readiness skills by providing instruction in job seeking techniques. It may consist of job skills assessments, job finding clubs, job placement services, or other direct training or support activities. Other activities may include resume writing workshops and learning to use online job search tools.
 - ***Supervised Job Search***
 - Supervised job search was added as an E&T component by the Agriculture Improvement Act of 2018 (also known as the 2018 Farm Bill). Supervised job search replaced the job search component. Supervised job search programs are those that occur at State-approved locations at which the activities of participants are directly supervised, and the training and activities of participants tracked in accordance with guidelines issued by the State agency. Supervised job search may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both. State agencies should tailor the delivery of supervised job search services to the particular needs of participants. State agencies must also provide the necessary participant reimbursements required for participation (e.g., laptops and hotspots as needed for remote job search conducted on the internet or transportation vouchers for in-

person job search). State agencies may also tailor how they track participation using a range of options from automated computer processes to informal job application counts shared by the participant. State agencies must also ensure that supervised job search activities have a direct link to increasing the employment opportunities of individuals engaged in supervised job search. That is, a participant in supervised job search must be likely to find a job through the activity, and there must be appropriate jobs available for that participant in the community.

Job Retention Services - provide support services for up to 90 days to recipients who have secured employment. Only recipients who have received other employment/training services under the E&T program are eligible for job retention services. Job retention reimbursements must be reasonable and necessary and can include clothing required for the job, equipment or tools required for a job, relocation expenses, transportation, and childcare.

➤ **Education Components**

Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)

Career and/or Technical Education Programs or Other Vocational Training

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

➤ **Work Components**

- Self-Employment Programs - help teach recipients how to design and operate a small business or another self-employment venture.
- Pre-Apprenticeships, Apprenticeships, and/or Internship Programs- Is a component designed to prepare individuals to enter and succeed in an Apprenticeship program. These programs promote a diverse and skilled workforce and prepare participants to meet the basic qualifications for entry into an apprenticeship, through: An approved training curriculum based on industry standards, educational and pre-vocational services, hands-on training in a simulated lab experience or through volunteer opportunities, and assistance in applying to apprenticeship programs.
- Apprenticeship is a component that is an employer-driven, “learn-while-you-earn” program that combines on-the-job training, provided by an employer that hires the apprentice, with job-related instruction in curricula tied to the attainment of national skills standards.

- Work Experience - involves actual work experience and/or on-the-job-training. Placements can be with private, for-profit companies, in contrast to the workfare component.
- Workforce Investment and Opportunity Act (WIOA) includes job training services that are developed, managed, and administered by State agencies, local governments, and the business community under the WIOA. Activities include basic skills training (GED, literacy), occupational skills training, on-the-job training, work experience, job search assistance, and basic readjustment services.

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

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

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

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

How to Apply:

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

All RFA packets must be received by NCDHHS by May 31st of each federal fiscal year (See Request for Application Guidelines at:

<https://www.ncdhhs.gov/media/12974/download?attachment>)

Prospective FNS E&T applications will be reviewed by DHHS using objective criteria in order to meet programs needs and comply with USDA requirements. DHHS reserves the right to offer contracts based on the aforementioned policy.

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

FNS E&T PARTICIPATION CRITERIA

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

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

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

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

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

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

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

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

will not be reimbursed for services rendered to someone who is not an FNS recipient of North Carolina. This would include participant expenses and staff time.

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

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

Outcome Measures: Annually, NCDHHS must submit a report to the USDA on the E&T program that includes the number of participants who have gained skills, training, work or experience that will increase their ability to obtain regular employment. This report is derived from E&T data collected in GeoSol E&T case management system.

PROGRAM REFERRALS

- A. There are two methods of referral to FNS E&T: **Direct referrals** and **Reverse Referral** requests. **Direct referrals** are made by Local County DSS staff to E&T providers, while **Reverse Referral requests** are generated by E&T providers.
- B. For **Direct referrals**, Local County DSS staff will screen and refer the prospective FNS recipient to an appropriate E&T provider within 3 business days of the FNS recipient's request and send the "**FNS Employment and Training Screening & Referral form**" ([FNS Employment and Training Screening & Referral form](#)) to the county E&T Coordinator, E&T Social Worker and/or contracted FNS E&T partner.
- C. For **Reverse Referral** requests, Local County DSS staff will screen and refer the prospective FNS recipient within 3 business days of receipt from the referring party. The referring party (i.e. E&T provider) will send the "**FNS Employment and Training Screening & Referral form**" ([FNS Employment and Training Screening & Referral form](#)) to the county E&T Coordinator, E&T Social Worker or contracted FNS E&T partner.
- D. All Protected Personal Information (PPI) must be sent through an encrypted email or other confidential means.

Note: When the E&T Partner becomes aware of any changes (e.g., Address and telephone number, new household members, changes in employment status, failure to comply with E&T partner), the E&T Partner has a responsibility to notify DSS of the change within 10 calendar days and document such notification in the case notes section of the NCWorks Geosol system. DSS will be required to make updates to the NC FAST E&T Screen and document on the Income Support page in the Case Details tab in NC FAST.

Conventional referrals



Reverse referrals



FNS E&T CO-ENROLLMENT

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

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

FNS E&T COMPONENTS

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

- **Supervised Job search** (Qualifying activity for ABAWD)
- **Job search training**
- **Work Experience (Work Activity)** (Qualifying activity for ABAWD)
- **Work Experience (Work-based Learning)** (Qualifying activity for ABAWD)
- **Basic Education** (Qualifying activity for ABAWD)
- **Vocational Training** ((Qualifying activity for ABAWD))

- **Self-employment training**
- **Job retention**
- **Pre-Apprenticeship/Apprenticeship (Qualifying activity for ABAWD)**

1) **Supervised Job search:**

Supervised job search was added as an E&T component by the Agriculture Improvement Act of 2018 (also known as the 2018 Farm Bill). Supervised job search replaced the job search component. Supervised job search programs are those that occur at State-approved locations at which the activities of participants are directly supervised, and the training and activities of participants tracked in accordance with guidelines issued by the State agency. Supervised job search may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both. E&T provider should tailor the delivery of supervised job search services to the particular needs of participants. E&T providers must also provide the necessary participant reimbursements required for participation (e.g., laptops and hotspots as needed for remote job search conducted on the internet or transportation vouchers for in-person job search). E&T provider may also tailor how they track participation using a range of options from automated computer processes to informal job application counts shared by the participant. E&T provider must also ensure that supervised job search activities have a direct link to increasing the employment opportunities of individuals engaged in supervised job search. That is, a participant in supervised job search must be likely to find a job through the activity, and there must be appropriate jobs available for that participant in the community.

How should E&T providers supervise job search?

Participants in supervised job search must have at least one meeting a month with a qualified staff member to review job search activities, get feedback, troubleshoot issues, and discuss next steps. This meeting may occur remotely or in-person and be synchronous with the job search activities or asynchronous. Interactive software or other types of automated processes on a computer do not meet the requirement for engagement with a qualified staff person at least once a month. In between meetings with a qualified staff person, the E&T provider may use other supervisory techniques such as software that tracks time spent logged into a job search website, or computer assessments that automatically identify next steps for the participant.

Can job search count toward the able-bodied adults without dependents (ABAWD) work requirement?

Job search, whether supervised or unsupervised, can count towards the ABAWD work requirement, so long as job search makes up less than half of the time spent in the requirement. For instance, if an ABAWD takes a job training class for 20 hours a week to count towards the ABAWD work requirement, no more than 10 hours can be spent doing job search (supervised or unsupervised) during that week.

2) Job Search Training:

Job search training is a component that enhances the job readiness of participants by teaching them job seeking techniques, increasing job search motivation and boosting self-confidence. This component may consist of job skills assessments, and other direct training or support activities. These are distinct from “work readiness” activities, which are included in the education component. Job search training differs from supervised job search because of the need to conduct training activities.

3) Work Experience:

A work experience program is designed to improve the employability of household members through actual work experience or training, or both, and to enable individuals employed or trained under such programs to move promptly into regular public or private employment. Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate, and consistent with other laws such as the Fair Labor Standards Act. Work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. A work experience program may include either a work activity or a work-based learning program. Both work activities and work-based learning opportunities must involve a planned and structured learning experience.

- A **work activity** provides an individual with an opportunity to acquire general skills, knowledge, and work habits necessary to obtain employment. The purpose of work activity is to improve the employability of those who cannot find unsubsidized full-time employment.

- A **work-based learning** program in FNS E&T is a sustained interaction with industry or community professionals in real world settings to the extent practicable, or simulated environments at an educational institution that foster in depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction. Work-based learning emphasizes employer engagement, includes specific training objectives, and leads to regular employment. Work-based learning can include internships, pre-apprenticeships, apprenticeships, customized training, transitional jobs, incumbent worker training, and on-the-job training as defined under WIOA. Work-based learning can include both subsidized and unsubsidized employment models whereby E&T funds are used to subsidize the participant’s wage.

A work experience program must:

- Not provide any work that has the effect of replacing the employment of an individual not participating in the employment or training experience program; and;
- Provide the same benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours.

4) Basic Education/Foundation Skills:

The education component includes a wide range of activities that improve basic skills and the employability of FNS participants. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), GED, career and technical education (CTE), and

other post-secondary education. Education components can offer FNS participants an opportunity to earn postsecondary credentials valued by employers and industry, including certificates and degrees, industry-recognized credentials, and licensures. Education may also include “work readiness” activities, such as general skills building, developing good work habits, and building a work history. FNS can only approve education components that establish a direct link to job-readiness. There are specific rules regarding what can be charged to an E&T education component. Activities charged to E&T may not supplant non-federal funds for existing educational services and activities and E&T may not be charged more than what the general public would pay for the same service. There are also regulations pertaining to students enrolled in institutes of higher education and their eligibility for FNS at 7 CFR 273.5

5) Vocational Training:

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

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

6) Self-employment training

Self-employment training is a component that improves the employability of participants by training them to design and operate a small business or another self-employment venture. E&T participants receive technical assistance in developing business plans and in creating financial marketing plans. Participants also learn how to access small business grants and other business support services.

7) Job Retention:

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. Individuals are eligible to receive job retention services if they received FNS benefits in the month of or the month before they start job retention and may receive job retention services after leaving FNS unless the individual is leaving FNS due to a failure to comply with the general work requirement or an intentional program violation. The participant must have secured employment after or while receiving other E&T services. 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&T prior to obtaining new employment.

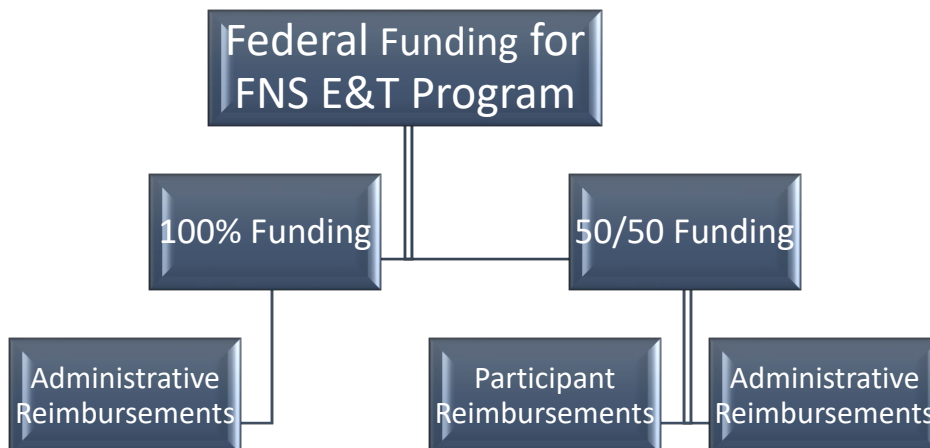
PROGRAM FUNDING

FNS provides NCDHHS with grant money in the form of 100 percent funding and 50/50 funding to fund the administrative costs of an E&T program.

E&T 100 percent funds can be used for any allowable cost that is necessary and reasonable for the planning, implementation, and operation of a State E&T program. This can include hiring a consultant to improve administration, marketing the E&T program, salaries for third-party

providers, as well as State agency administration of the E&T program. 100 percent grant money cannot be used to cover other non-E&T processes, such as the determination of FNS eligibility or disqualification from FNS. 100 percent funds also cannot be used for participant reimbursements, such as transportation, uniforms, childcare, or participant wages.

E&T 100 percent funds are appropriated annually for E&T programs and distributed to state agencies based on the number of Able-Bodied Adults Without Dependents (ABAWDs) in a state and the number of state work registrants relative to nationwide statistics. Funding is not based on the number of participants in an E&T program.



E&T 50/50 funds can be used for two types of reimbursements: 1) reimbursement for administrative costs for planning, implementing, and operating an E&T program, and 2) participant reimbursements. Additional information about allowable and unallowable participant reimbursements can be found in the appendices (See *Appendix 2 – Allowable E&T Participant Reimbursements*). The Act and FNS regulations require that E&T participants are reimbursed for all expenses that are reasonable, necessary, and directly related to participation in an FNS E&T component. The Federal government will reimburse NCDHHS for all partner payments for allowable expenses and NCDHHS will pass that reimbursement on to the contractor. Below are some examples of participant reimbursements:

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

INVOICES

The DSS-1571 III (Administrative Costs Reports) invoice is an Excel workbook used by all non-DSS agencies for invoicing and reimbursements. A fillable workbook is submitted to each contractor once there is an executed contract established. Contractors are to report expenditures for all months within the same workbook to ensure accurate calculation of unexpended balances and year-to-date expenses on subsequent invoices. Invoices are to be submitted monthly according to the terms of the contract.

Local DSS participating counties will submit an electronic DSS-1571 for both 100% funds distribution (if applicable) and 50/50 reimbursements (See *Appendix 3 - FNS E&T SIS Codes*). Details are provided to each E&T county partner at: [Information for County Departments of Social Services](#)

The DSS-1571 III invoice (See *Appendix 4 – DSS-1571 III (Administrative Costs Report)*) must be submitted by the 10th of each month (or the first workday thereafter) for services rendered and/or expenditures incurred in the prior month in accordance with the DSS Fiscal Manual. Agencies with subcontract(s) must include monthly 1571 report(s) completed by the subcontractor(s) as well as reports of any services they provide. Each report must be submitted monthly even if no costs were incurred, or no services were provided.

EXPENDITURE REIMBURSEMENT AND DOCUMENTATION

All E&T partners must submit a Request for Applications (RFA) packet annually detailing the proposed administration of an E&T program by the agency and include a contract budget and justification. Upon execution of a contract, the Contractor shall submit to the Division Contract Administrator, a monthly DSS-1571 III (Administrative Costs Report) for services rendered and/or expenditures incurred in the prior month. The Contractor is responsible for maintaining and submitting backup documentation (copies of check stubs, invoices, vouchers, receipts, etc.) for all expenses incurred. Copies of the back-up documentation shall accompany each DSS-1571 invoice. Upon approval by the Division, the Contractor shall receive payment within thirty (30) days. As a reminder, the third-party partner may only bill for services received while a participant is eligible for FNS.

Monthly payment shall be made based on actual expenditures incurred in accordance with the approved budget on file with both parties and reported on the DSS-1571 invoice submitted by the Contractor. Failure to submit timely will delay the receipt of reimbursement.

For NC county partners administering the FNS E&T Program, all activities billed to E&T are recorded electronically and paid via a funding authorization.

Records and participant case files must contain documentation of and justification for the issuance of participant reimbursements including, but not limited to, the following: copies of bus pass and gas card issuance or logs, copies of receipts for books, supplies, clothing, and tools. These records must be made available for all fiscal monitoring and audits. Examples of contract monitoring supporting documentation can be found in Appendix 5.

TERMS OF CONTRACTS

- All expenditures submitted for reimbursement under this grant must be reasonable and necessary for the proper and efficient administration of the FNS E&T program. Allowable costs are determined by [CFR 45 Part 74.27](#) based on 2 CFR parts 220A-21 or A-122.
- The following costs are disallowed:
 - Bad debts, uncollected accounts or claims, and related costs
 - Contingencies or contributions to an emergency reserve or similar provision for unforeseen events (these are not insurance payments, which are allowable)
 - Contributions and donations, usually these are political in nature

- Entertainment costs that are primarily for amusement or social activities (This is one with a lot of exceptions. For example, meals are cited in the 2 CFR parts 220 regulations but within the context of training meals might be allowable. There are several costs here that require a “reasonable judgment” based on why or when the activity takes place.)
- Fines and penalties for failure to comply with Federal, State, or Local laws
- Governor’s Office expenses or costs of general government. Costs which may be directly charged to a Federal grant may be allowable. (For example, if a person assigned to the governor’s office devotes 100 percent of his/her time to the FNS, the cost may be allowable. Each situation, however, shall be judged on its own merit.)
- Indemnification or payments to third parties and other losses not covered by insurance
- Legislative Expenses
- Losses not covered by insurance
- Under recovery of costs under Federal Funding Agreements-shortfalls in one grant cannot be charged to another Federal grant. (This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocations basis shall be established for sharing the costs in proportion to the benefit each receives.)
- Alcoholic Beverages
- Advertising and public relations, unless used for recruitment of staff, acquisition of material for the grant, or publishing the results of the grant
- Alumni activities
- Commencement and convocations
- Legal fees which result from a failure to follow Federal, State or Local laws
- Executive lobbying
- Goods and services for private use
- Housing and personal living expenses
- Interest, fund raising, and investment management
- Any and all political party expenses
- Pre-agreement costs, that is, all costs incurred prior to the grant award
- Scholarships and student aid
- Student activity costs
- State sales tax
- Late fees
- The Division will schedule monitoring visits during and after the grant period to evaluate the fiscal progress and performance of the program and provide technical assistance.
- Federal grant funds must supplement and not supplant state or local public funds of the agency. Federal funds may not result in a decrease in state or local funding that would have been able to conduct the activity had federal funds not been available.

AMENDMENT TO BUDGET

Contractors are required to closely monitor their spending to ensure they stay within the respective line items of their budget. Any budget expenses that exceed or are expected to exceed the amount allocated for an individual line item will require an amendment to the budget. To request an amendment to the budget, a contractor will need to:

- 1) Submit a signed letter on agency letterhead requesting an amendment to the Contract Budget and detailing the justification for the request, and
- 2) Submit the Budget Amendment Workbook (See *Appendix 6 – Budget Amendment Workbook*) documenting changes to the amounts for any/all line items. The workbook is broken down into the following sections:
 - a. Summary – Complete budget details must be provided in this sheet and a Narrative must be provided detailing the justification for changes to any/all line items.
 - b. Salaries-Fringe – This sheet must be completed if the amendment includes an increase or decrease to the Salary or Fringe Benefits line items within the budget.
 - c. Performance Measures – This sheet must be completed if the amendment results in a change to the performance measures already in place.
 - d. Scope of Work – Any changes to the Scope of Work must be submitted as a Word document.

Amendments are due no later than **July 1st** of the respective Federal fiscal program year. Amendments received after July 1st will not be approved.

FNS E&T THIRD-PARTY PARTNERSHIPS

To expand the E&T program statewide, beginning FFY 2022-23, the Division will contract with CBOs who meet the criteria of the RFA process.

PROPOSALS

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

Existing third-party partners are required to submit an annual application and corresponding budget to their contractor by June 30.

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

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

FNS E&T PROGRAM PARTICIPANT RECRUITMENT

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

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

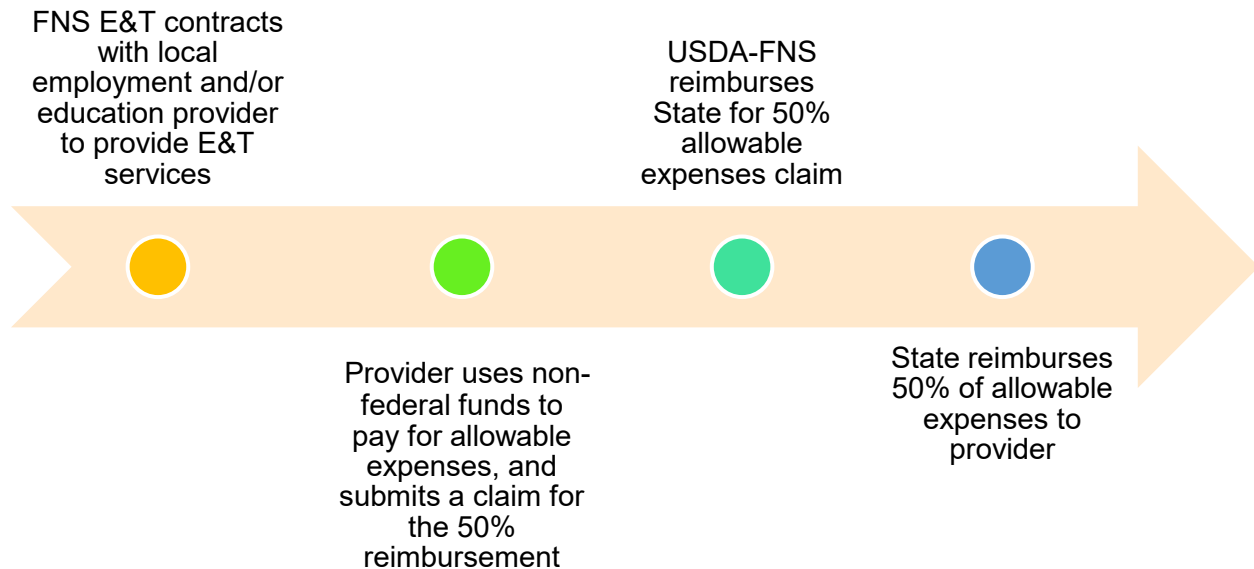
THIRD-PARTY PARTNER MODEL

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

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

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

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



NON-FEDERAL FUNDING SOURCES

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

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

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

LEVERAGING FUNDS

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

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

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

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

FNS E&T PROGRAM ROLES AND RESPONSIBILITIES

NCDHHS:

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

County Departments of Social Services:

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

Third-Party Partners and Subcontractors:

- Recruit FNS E&T participants
- Notify their Local DSS partner of changes in E&T program participant circumstances such as obtaining employment, change of address, discontinuance in program.
- Provide employment and training services to FNS recipients with non-federal dollars
- Collaborate with FNS E&T partners and other community organizations
- Enter referral and component tracking info into GeoSol database.
- Track participant activities and outcomes
- Invoice NCDHHS monthly for reimbursement
- Expand programming, as appropriate, for FNS recipients

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

NCWORKS GEOSOL E&T REQUIREMENTS:

All E&T activity is to be recorded in the NCWORKS GeoSol E&T database including but not limited to:

- Proof of referral to FNS E&T program
- FNS E&T application including full participant demographics
- All relevant case notes and at a minimum on a monthly basis

The following activities and components are to be entered within three working days of the start date in the NCWORKS Geosol E&T system:

- E&T Orientation/Pre-Enrollment Activities
- E&T Assessment
- E&T Case Management
- E&T Supportive Services
- E&T Job Search Training
- E&T Basic Education or Basic Skills Programs
- E&T Education Programs
- E&T Vocational Training
- E&T Certificate Programs
- E&T Testing
- E&T Self Employment Training
- E&T Pre-Apprenticeship
- E&T Apprenticeship
- E&T Job Retention
- E&T Supervised Job Search
- E&T Work Experience (Work Activity)
- E&T Work Experience (Work-based Learning)

Note: All activity/component actual start and completed dates are to be entered.

The following documents are to be uploaded to the NCWORKS Geosol E&T system within three working days of receipt:

- Pay stubs, employment confirmation, etc.
- Resumes
- GED, Licenses and/or Certificates obtained during program participation
- Direct and reverse referral information
- Any relevant activity/component information such as assessments, employment plans, report cards, reimbursements, etc.

All staff must receive training in the NCWORKS GeoSol Employment and Training module and sign confidentiality agreements. In addition, providers are required to notify the E&T Team at fnseandt@dhhs.nc.gov, within three working days when a staff member is no longer employed with their organization. Note: Failure to adhere to the above requirements may adversely affect performance measures and therefore jeopardize ongoing and/or future FNS E&T funding.

FEDERALLY REQUIRED REPORTS

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

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

Component	Reporting Measure(s) if > 100 participants
Job Retention	Number and percent of total Job Retention participants who maintained unsubsidized employment within the reporting period (FY2023)
Vocational Training	Number and percent of total participants who obtained credential, certificate or degree within the reporting period (FY2023)
Job Search Training	Number and percent of total participants who obtained employment within the reporting period (FY2023)
Basic Education	Number and percent of total participants who obtained credential, certificate or degree within the reporting period (FY2023)

MONITORING

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

NCDHHS conducts annual monitoring visits remotely and/or other appropriate formats to E&T county DSS offices, CBOs and the NC Community College System. Upon completion of the monitoring visit, partners will need to address any findings with a Performance Improvement Plan. NCDHHS will ensure the actions in the Performance Improvement Plan and continued compliance occurs. This will involve continued monitoring after the on-site or remote monitoring.

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

PARTICIPANT FILES

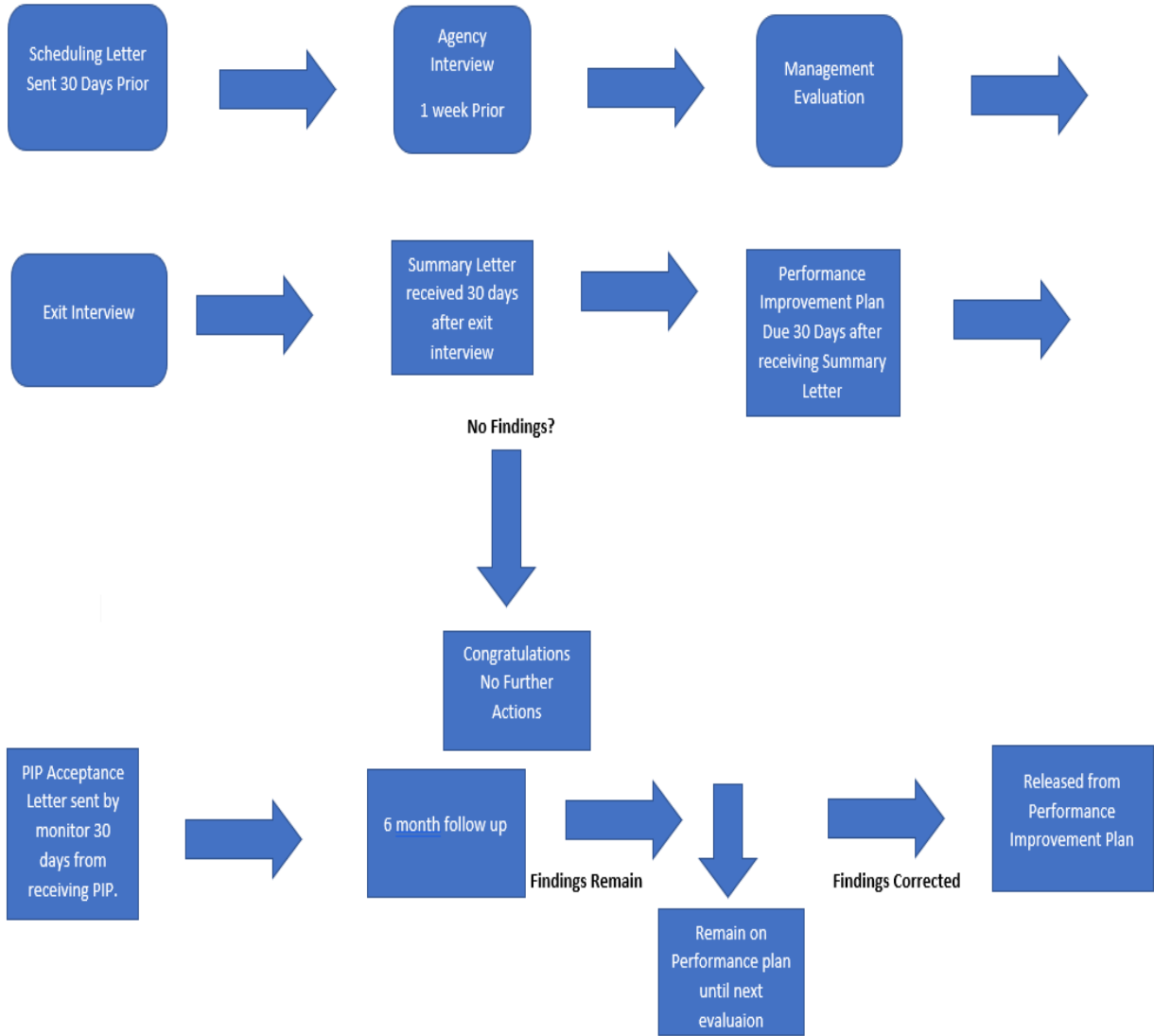
Files must be kept for all FNS E&T participants. The files may be kept in paper and electronic formats in the Employment and Training module. These files are reviewed as part of the annual monitoring visit. Files should be organized according to the local DSS and FNS E&T third-party standards but at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

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

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

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

The monitoring process is illustrated below:



PROGRAM CONTACTS

Thomas Grecco	Program Coordinator	919-527-6318	Thomas.Grecco@dhhs.nc.gov
VACANT	Program Consultant	919-527-6325	
Raven Bynum	Program Monitor	919-527-6379	Raven.Bynum@dhhs.nc.gov
Cheryl Brinson	Administrative Associate I	919-527-6256	cheryl.brinson@dhhs.nc.gov

You can also reach the E&T team at FNSEandT@dhhs.nc.gov.

Appendix 1

Plan of Action Template and Instructions

<https://www.ncdhhs.gov/fns-et-plan-action-template-ffy-2023/download?attachment>

<https://www.ncdhhs.gov/fns-et-county-plan-action-instructions-ffy-2023/download?attachment>

Appendix 2

Allowable E&T Participant Reimbursements

The following is a list of items and information on the allowability of 50/50 reimbursement. Items marked as "Almost Always" or "Sometimes" assume the item is required for successful participation in an E&T program's component. All E&T allowable costs must be reasonable and necessary. State agencies must provide, in their annual State E&T Plans, detailed information about which expenses they propose to reimburse beyond the traditional ones.

Item	Almost Always	Sometimes	Never	Notes
Automobile Insurance			X	
Automobile Ownership/Operator Taxes (tag, title, license)			X	
Automobile Purchase			X	
Automobile Repairs		X		Capped or limited to a reasonable amount.
Background Checks		X		Only if required for a job.
Books	X			Must be necessary to complete E&T training session/educational coursework.
Clothing for job interviews	X			
Clothing required for a job		X		As part of a job retention component (up to 90 days).
Course Registration Fees	X			
Dental Work		X		Minor work, such as a cleaning; Not major work such as oral surgery, bridge work, braces, dentures, etc.
Dependent care costs	X			
Drug/Alcohol Counseling or Therapy			X	Unnecessary due to exemption status.
Drug Tests		X		Only if required for a job.
Equipment		X		Must be necessary to complete E&T component or job retention component (up to 90 days).
Fingerprinting		X		Only if required for a job.
Gasoline	X			
Legal Services		X		
Licensing and bonding fees for work exp./placement	X			
Living Stipends			X	
Medical Services		X		Usually unnecessary due to exemption status, but allowable if required for a job (i.e. TB test).
Mental Health Treatment			X	Unnecessary due to exemption status.
Personal Computers			X	
Personal safety items	X			Must be necessary to complete E&T training session/educational coursework.
Relocation Expenses			X	
Student Activity Fees		X		Only if required to participate in class.
Student Loans			X	
Test Fees		X		Must be directly associated with an E&T component.
Tools		X		Must be necessary to complete E&T training session/educational coursework.
Training Materials	X			Must be necessary to complete E&T training session/educational coursework.
Transportation expenses (i.e. public transportation fare)	X			
Tuition/Fees		X		See March 2010 Guidance Memo
Uniforms	X			Must be necessary to complete E&T training session/educational coursework.
Union Dues			X	
Vision Needs (Eye Glasses or Eye Exam)		X		

Please see the following USDA link:

<https://fns-prod.azureedge.us/sites/default/files/resource-files/SNAPemployment-training-toolkit-june-2021.pdf>

Appendix 3

FNS E&T SIS Codes

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

581	S	Emp Prog Intake	50/50	458	Pt I	F 11 C 10	NA	581-Employment Programs Intake includes all Food Stamp Workfare/Employment & Training program staff activities of providing information to individuals who have been referred to or who are inquiring about the program. Intake activities include but are not limited to making an explanation of the program, explaining the advantages and/or disadvantages, and exploring with the individual the appropriateness of his participation. The Intake code may also be used to cover employment program staff activities provided on behalf of former participants.
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Appendix 5

Budget/Expense item	Examples of Back-up documentation
Salary and wages	A copy of the payroll or employee list with salary information, by each position, for which reimbursement is being requested
	Time & effort records
	Timesheets
	Payroll reports
	Proof of payment from bank statements
Fringe Amount	A copy of the payroll or employee list with salary information, by each position, for which reimbursement is being requested
	Payroll reports
	Proof of payment from bank statements
Other Human Resources	Third-party contracts
	Vendor invoices or receipts
	Time & effort records
	1099 forms
	Proof of payment (canceled check, bank statement, electronic reference)
Supplies and materials	Vendor invoices or receipts
	Proof of payment (canceled check, bank statement, electronic reference)
Postage	Receipts
	Proof of payment (canceled check, bank statement, electronic reference)
Printing & Binding	Vendor invoices or receipts
	Proof of payment (canceled check, bank statement, electronic reference)
Equipment Purchase	Vendor invoices or receipts
	Proof of payment (canceled check, bank statement, electronic reference)
	Photographs for high-dollar items
	Inventory records (make/model serial #/purchase date/item location)
Travel	Travel approval request
	Expense voucher
	Receipts
	Support for purpose of travel related to grant
	Proof of payment (expenses paid & reimbursed)
	Other supporting documentation related to travel
Utilities	Monthly invoices/statements
	Proof of payment (canceled check, bank statement, electronic reference)
Advertising/Promotion Media Communication	Third-party contract
	Vendor invoices or receipts
	Proof of payment (canceled check, bank statement, electronic reference)
	Ad or promotional material
Lease of Real Property	Lease agreement
	Proof of payment (canceled check, bank statement, electronic reference)

Property Purchase	Title
	Closing documents
	Invoice or receipt
	Proof of payment (canceled check, bank statement, electronic reference)
Construction Contracts	Third-party contract
	Vendor invoices or receipts
	Proof of payment (canceled check, bank statement, electronic reference)
Legal Services/Fees	Engagement letter
	Third-party contract
	Invoice from attorney
	Proof of payment (canceled check, bank statement, electronic reference)
Lease of Equipment	Lease agreement
	Proof of payment (canceled check, bank statement, electronic reference)
Management Consultant Fees	Third-party contract
	Invoices
	Proof of payment (canceled check, bank statement, electronic reference)
Accounting and Audit Fees	Engagement letter
	Third-party contract
	Invoice from accounting firm
	Proof of payment (canceled check, bank statement, electronic reference)
Indirect Costs	Approved Indirect Cost Plan/Cost Allocation Plan (Reimbursement not to exceed amount in approved budget)
Repairs and Maintenance	Third-party contract
	Vendor invoices or receipts
	Proof of payment (canceled check, bank statement, electronic reference)
Service and Maintenance Contracts	Third-party contract
	Vendor invoices or receipts
	Proof of payment (canceled check, bank statement, electronic reference)
Administrative	Please see particular Item/Expense category for required documentation, i.e. Telephone & Utilities
Computer Programming/Support	Third-party contract
	Vendor invoices or receipts
	Proof of payment (canceled check, bank statement, electronic reference)
Certifications	Drug-Free Workplace Policy
	Sexual Harassment Policy
Dues & Subscriptions	Vendor invoices or receipts
	Proof of payment (canceled check, bank statement, electronic reference)
Events	Agendas
	Marketing materials
	Sign-in sheets

Appendix 6

Budget Amendment Worksheet

Revised 5/21/21

Attachment
Contract _____ Amendment _____
Contractor Name _____
Page 1 of 4

Please use the workbook to submit CHANGES ONLY

CONTRACTOR:

CONTRACT #

	Current Approved Budget	YTD Spending	Unexpended Balance	Amount Change	New Revised Budget	Narrative*
SALARY**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FRINGE BENEFITS**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other HR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
STAFF TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
EQUIPMENT PURCHASES - TANGIBLE PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TRANSPORTATION (RECIPIENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
MEDICAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
COST OF SPACE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ROOM & BOARD - RESIDENTIAL TREATMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SERVICE PAYMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OFFICE SUPPLIES and MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
PRINTING & COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
INDIRECT COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

*Narrative should consist of outlined changes only.

**Changes to salaries or Fringes require the Salaries_Fringe tab to be completed.

Do NOT fill in any Gray Cells. These will calculate automatically.

CONTRACT BUDGET SUMMARY	Budget Allocation	YTD Spending	Unexpended Balance	Requested Amendment	Remaining Budget Allocation	YTD Spending %
Personnel - Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Personnel - Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Personnel -Other HR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Staff Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Staff Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Equipment Purchases - Tangible Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Transportation (Recipient)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Medical Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cost of Space	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Room & Board - Residential Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Service Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Office Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Printing and Communications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Subtotal of Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CONTRACT TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!

Performance Measures Worksheet - Copy and paste this page for each measure needed.

Contractor Name:

Contract #

Measure Type: Select: Demand; Input, Output, Outcome, Service Quality; Efficiency

- Demand Input Output
 Serv. Quality Efficiency Outcome

Reporting Frequency (reporting Actuals): This will always be Annual

Measure Definition:

Explanatory Notes on Measures:

Enter any notes needed to explain vast differences in measures between years. These do NOT print out on the built

Budget Year OR Fiscal Year:

Budget Year

Fiscal Year

Preferred Trend:

Increase
 Decrease

Maintain Other

Baseline Value:

Target Value:

Actual Value:

Data Source:

Collection Process and Calculation:

Collection Frequency:

Data Limitations:

RESOURCES:

- **USDA E&T Toolkit:**
<https://www.fns.usda.gov/snap/employment-and-training-toolkit-0>
- **GeoSol FNS E&T Guide:**
https://www.ncworks.gov/admin/gsipub/htmlarea/uploads/StaffResources/v19/Staff%20Guides/Staff%20Guide_10_Programs_SNAP.pdf
- **Supplemental Nutrition Assistance Program Employment and Training (FNS E&T) Operations Handbook:**
<https://www.ncdhhs.gov/documents/files/dss/ncdhhs-food-and-nutrition-services-employment-and-training/download>
- **NC Works Staff Resources:**
<https://www.ncworks.gov/vosnet/staffresources.aspx>
- **NCDHHS FNS E&T Website:**
<https://www.ncdhhs.gov/divisions/social-services/food-and-nutrition-services-food-stamps/food-and-nutrition-services-employment-and-training-program-fns-et>