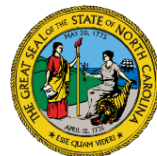




North Carolina Food & Nutrition Services Employment & Training Program Handbook

NC Department of Health and Human Services

Revised 2024



NCDHHS

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Introduction

This handbook aims to provide a standard set of procedures and guidelines for delivering services under North Carolina's Food and Nutrition Services (FNS) Employment and Training (E&T) Program. The North Carolina Department of Health and Human Services (NCDHHS) Division of Child and Family Well-Being (the Division) may periodically update the FNS E&T Program Handbook. NCDHHS will notify E&T partners of updates to this Handbook, specifying that all changes must be reviewed and implemented effective from the stated date. Handbooks are available on the Division of Child and Family Well-Being website.

FNS E&T Program Overview

The FNS E&T Program is dedicated to strengthening families by providing job-driven, skills-based training that leads to meaningful employment. The mission of the NC FNS E&T program is to establish a network of State and local agencies collaborating to deliver employment, education, skills training, and participant support to low-income families by effectively leveraging funding and resources. The program caters to all FNS beneficiaries, including ABAWDs, non-ABAWDs, Work Registrants, and non-Work Registrants aged 16 and up, all with a shared aspiration for employment leading to self-sufficiency.

As part of North Carolina's state-supervised and county-administered social services system, the Food and Nutrition Services Section of the Division of Child and Family Well-Being oversees policy, procedures, and operations for NC's Employment and Training program (FNS E&T). Funded by the United States Department of Agriculture (USDA), the program operates on a reimbursement model, forming contractual partnerships between NCDHHS, the North Carolina Community College System (NCCCS), county social services departments, and various community-based organizations (CBO). Direct E&T services are provided to participants by contracted community colleges and CBOs. Operating during the Federal Fiscal Year (FFY) from October 1 through September 30, North Carolina's FNS E&T Program operates on a voluntary basis, with no mandatory participation requirements for FNS beneficiaries.

Purpose Statement

Empower individuals to reach their career potential and meet the workforce needs of North Carolina by enabling our trusted partners to provide jobs-driven, skills-based training, education, and support services that improve the confidence, health, and well-being of participants, families, and communities.



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, 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:

Mail:

Food and Nutrition Services, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or

Fax:

(833) 256-1665 or (202) 690-7442; or

Email:

fnscivilrightscomplains@usda.gov

This institution is an equal opportunity provider.



Request for Application (RFA)

The FNS E&T Program will post the RFA on its [website](#). This program, titled **Food and Nutrition Services – Employment and Training Program**, is allocated federal funds annually for administration. FNS E&T funds assist FNS beneficiaries aged 16 and above who want to work, helping them find opportunities for sustainable employment through education and training. All non-exempt FNS beneficiaries 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; or 6) self-employment.

Applicant Eligibility

An Applicant must meet the following requirements:

1. Be a non-profit or private organization.
 2. Provide upfront non-federal funding, which includes funding for recipient expenses.
 3. Offer one or more of the components listed below:
- Non-Education, Non-Work Components
 - **Job Search Training**
 - **Supervised Job Search**
 - **Job Retention Services**
 - Work Components
 - **Self-Employment Programs**
 - **Pre-Apprenticeships, Apprenticeships, and/or Internship Programs**
 - **Apprenticeship**
 - **Work Experience**
 - **Workforce Investment and Opportunity Act (WIOA)**
 - Education Components
 - **Basic Education and/or Foundation Skills Instruction** (includes High School Equivalency programs)
 - **Career and/or Technical Education Programs or Vocational Training**



State Plan and County Plan of Action

NC develops the FNS E&T State Plan for approval by USDA-FNS each year. NCDHHS 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:

- County E&T Program, Operations and Policy Overview
- Estimated 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 Action, are amendable. POA amendments are to be submitted at least 60 days prior to implementing the proposed change. The State or any of its partners cannot administer an E&T program without a USDA-FNS approved State POA (Refer to Resources on page 28: Plan of Action Template and Instructions).

How to Apply

Any agency or organization interested in applying should submit its application packet and any inquiries related to the RFA to FNSEandT@dhhs.nc.gov. Please note that faxed applications will not be accepted. Once an application is submitted, no additions or modifications are allowed. Eligible applications will be forwarded to a grant review committee, which will thoroughly review, score, and rank each application.

All RFA packets must reach NCDHHS by May 31st of each federal fiscal year. Prospective FNS E&T applications will undergo a comprehensive review by DHHS using objective criteria to address program needs and comply with USDA requirements. DHHS reserves the right to offer contracts based on the [Application Guidelines](#).



FNS E&T Essential Services

North Carolina's E&T Program consists of the following essential services:

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.

Assessment

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 was made by the FNS case worker. Assessment is an allowable E&T expense, but it is NOT an E&T component.

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.



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) subject to work requirements. Exception: FNS beneficiaries who are part of WFFA Child-Only cases are eligible to 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. Emphasize priority for E&T components for ABAWDs, as they are subject to sanctions and the loss of FNS benefits if they do not participate in a qualifying component of at least 20 hours weekly or 80 hours monthly.



Program Referrals

Referrals to FNS Employment and Training (E&T) are made through Direct Referrals or Reverse Referral Requests. Direct Referrals involve Local County DSS or State E&T staff, while Reverse Referrals are initiated by E&T providers. All Protected Personal Information (PPI) must be sent through an encrypted email or other confidential means.

County Administered Referrals

For participants in the following counties: Buncombe, Cabarrus, Chatham, Cherokee, Durham, Forsyth, Guilford, Iredell, Lincoln, Mecklenburg, Moore, Orange, Pitt, Wake, Wilson

Direct referral: County DSS staff screen and refer FNS recipient to an appropriate E&T provider within 3 business days by sending the **Screening & Referral Form** (Appendix 8) to county E&T Coordinator, E&T Social Worker and/or contracted FNS E&T partner.

Reverse Referral: County DSS staff screen and refer FNS recipient within 3 business days of receipt from the referring party. The referring party (i.e. E&T provider) will send the **Screening & Referral Form** (Appendix 8) to county E&T Coordinator, E&T Social Worker or contracted FNS E&T partner.

Note: E&T partner must notify county DSS of changes (e.g., Address and telephone number, new household members, changes in employment status, failure to comply with E&T partner) within 10 business days and document in case notes section of NC Works GeoSol. DSS will make updates to NC FAST E&T Screen and document on the Income Support page in the Case Details tab.

State Administered Referrals

For participants in the following counties: Anson, Cleveland, Edgecombe, Greene, Lee, Martin, McDowell, Nash, Richmond, Rutherford, Scotland, Warren, Wayne, Vance

Direct referral: State E&T staff screen and refer FNS beneficiaries within 3 business days, sending the **Screening & Referral Form** (Appendix 8) to a State E&T Program Consultant and contracted FNS E&T partner.

Reverse Referral: State E&T staff screen and refer FNS beneficiaries within 3 business days of receipt from the referring party. The referring party (i.e. E&T provider) will send the **Screening & Referral Form** (Appendix 8) to a State E&T Program Consultant and contracted FNS E&T partner.

Note: State will provide monthly FNS verification, with FNS status of E&T participants emailed to provider by 5th of each month. The State will report changes to local DSS within 10 business days via fax, which is then uploaded to NC Works, the FNS E&T database system, and individual cases by State Staff.



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 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 the 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 beneficiaries 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 components for ABAWDs are indicated below. Based on participant assessment, needs, skills and individual goals, FNS E&T can offer the following (detailed on following pages):

- **Supervised Job search** (Qualifying component for ABAWD) *
- **Job search training** (Qualifying component for ABAWD) *
- **Work Experience (Work Activity)** (Qualifying component for ABAWD)
- **Work Experience (Work-based Learning)** (Qualifying component for ABAWD)
- **Basic Education** (Qualifying component for ABAWD)
- **Vocational Training** (Qualifying component for ABAWD)
- **Self-employment training** (Qualifying component for ABAWD)
- **Job retention**
- **Pre-Apprenticeship/Apprenticeship** (Qualifying component for ABAWD)

*Job search offered as a subsidiary component may be counted toward the 20 hours of work activity required for ABAWDs if it is less than 10 hours.



Supervised Job Search

Supervised job search was introduced as an Employment and Training (E&T) component by the Agriculture Improvement Act of 2018 (also known as the 2018 Farm Bill) and replaced the traditional job search component. Supervised job search programs take place at State-approved locations, where participant activities receive direct supervision. The training and activities of participants are tracked in accordance with guidelines issued by the State agency. These programs can be conducted independently or in group settings, and may involve remote, in-person, or hybrid approaches. E&T providers should tailor the delivery of supervised job search services to participants' needs.

In addition to tailoring services, E&T providers must ensure that participants receive necessary reimbursements for participation. This may include providing laptops, hotspots for remote job searches, or transportation vouchers for in-person activities. E&T providers have flexibility in tracking participation, ranging from automated computer processes to informal job application counts shared by participants. E&T providers must ensure that supervised job search activities directly contribute to enhancing participants' employment opportunities. This means that participants should have a reasonable chance of finding suitable employment through these activities, and appropriate job opportunities must be available within the community.

How should E&T providers supervise job searches?

Participants in supervised job search programs are required to have at least one monthly meeting with a qualified staff member. These meetings serve to review job search activities, provide feedback, address any issues encountered, and plan for future steps. The meeting may take place either remotely or in-person, and it can be synchronous with the participant's job search activities or asynchronous. It's important to note that interactive software or automated processes on a computer do not fulfill the requirement for engagement with a qualified staff person at least once a month. Between meetings with a qualified staff member, E&T providers may employ other supervisory techniques. These may include using software to track the time participants spend logged into job search websites or utilizing computer assessments that automatically identify the next steps for the participant.

Job Search Training

Job search training enhances participants' job readiness through teaching job-seeking techniques, boosting motivation, and increasing self-confidence. Activities include job skills assessments, job finding clubs, job placement services, resume writing workshops, online job search tool training. *Job search training focuses on skill-building and empowerment, while supervised job search involves direct supervision and tracking of job search activities by qualified staff.*



Work Experience

A work experience program aims to enhance the employability of individuals through hands-on training or work, facilitating their transition into regular employment. Work experience occurs in a structured workplace setting, lasting for a limited period and may be paid or unpaid, complying with relevant laws like the Fair Labor Standards Act. It can be arranged in for-profit, non-profit, or public sectors, with labor standards applying where an employer-employee relationship exists. Work experience cannot provide work that has the effect of replacing the employment of an individual not participating in the employment or training experience program. A work experience program must also provide the same benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. The work experience program may include either a work activity or a work-based learning program:

- **Work activity:** Provides an individual with an opportunity to acquire general skills, knowledge, and work habits necessary to obtain employment. The purpose of the work activity is to improve the employability of those who cannot find unsubsidized full-time employment.
- **Work-based learning:** 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 each 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.
 - **Pre-Apprenticeships, Apprenticeships, and/or Internship Programs:** These programs 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:** 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.



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- **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.

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 E&T 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 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

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, books, uniforms, and other expenses that are reasonable and necessary can be paid directly for participation in the vocational training component. 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.



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.

Job Retention

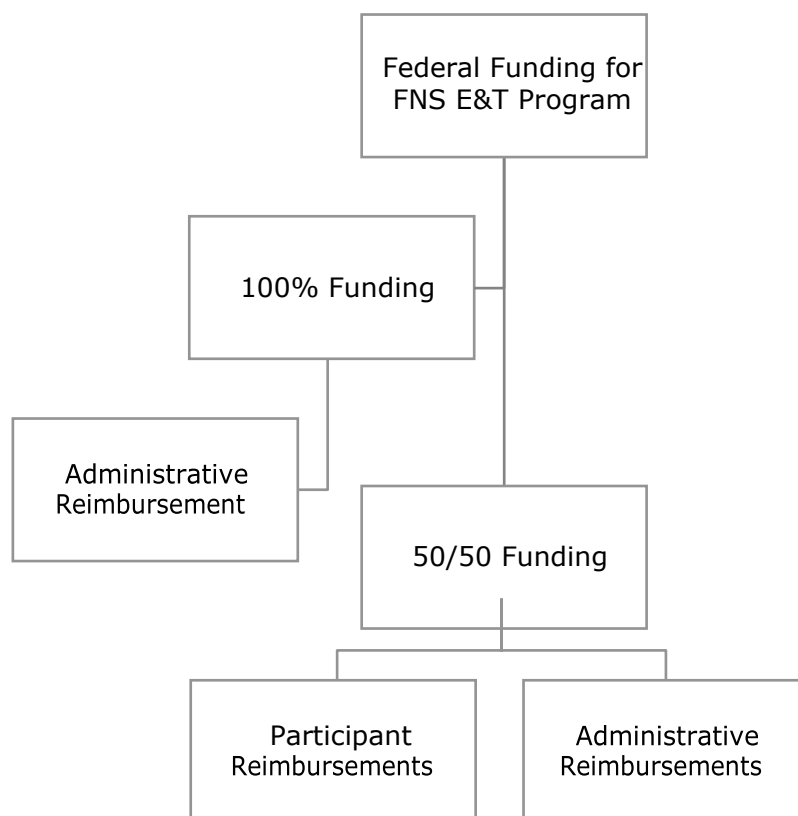
The job retention component is meant to provide support services for at least 30 days and up to 90 days to individuals who have secured employment. Individuals are eligible to receive job retention services if they received FNS benefits in the month of or the month before they start job retention and 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, if the individual has re-engaged with E&T prior to obtaining new employment. 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.



General Program Funding Policies

USDA 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.





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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 SNAP E&T Program Toolkit (See *Resources on page 28*). 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 reimbursement. 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 1 - 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 2 – 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 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 3.

Terms of Contract

- 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.
- 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. See disallowed costs on the next page.



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- 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, especially those 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
 - 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



Participant Cell Phone Policy

The SNAP E&T Program allows for the purchase of wireless cell service and NC will purchase the cell phones with 50% reimbursement funds for an FNS E&T recipient. The purchase of cell phones and wireless service will only happen when it is reasonably necessary and directly related to participation in a SNAP E&T component. Requests for cell phones are considered on a case-by-case basis and allowable if recipient meets the following requirements:

- Currently enrolled in the FNS E&T Program and the state has determined the phone and service are needed by the individual to participate in a component.
- Currently receiving E&T case management and enrolled in one of the following E&T Components: Supervised Job Search Training, Job Search Training, OJT, Pre- Apprenticeship, Apprenticeship or Job Retention.

The cell phone purchase must adhere to the following:

- E&T supportive services can allow cell phone purchase and usage from the time the state determines that it is reasonably necessary for participation in Supervised Job Search Training, Job Search Training, OJT, Pre-Apprenticeship, or Apprenticeship.
- The supportive service continues through the participation in the Job retention component if it is reasonably necessary to support job retention.
- The participant reimbursement can only be issued while it is a reasonable and necessary item that is directly related to participation in the SNAP E&T component. It will not automatically continue if it is no longer necessary to participate in a component even if employment is not found or component is extended.
- The cost of the cell phone shall not exceed \$75. The FNS E&T provider will be reimbursed 50% of the cell phone cost. The monthly support of the cell phone invoice shall not exceed \$50. FNS E&T provider will be reimbursed 50% of the monthly wireless service cost. The E&T provider will provide a receipt for the purchase of the cell phone/wireless service and will document in NC Works Case Notes of the supportive service.
 - Straight Talk Wireless is the only approved wireless provider and only the following 5 phones are allowed to be selected: Samsung Galaxy A03s; Moto G Pure; TCL 30 Z; Nokia C110; Nokia C300



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- If an E&T participant is no longer eligible for FNS or the E&T Program, or voluntarily exits the program, E&T will no longer support the monthly wireless service cost, effective immediately.
- The E&T Provider shall verify monthly that the cell phone service is a reasonable and necessary expense for the E&T participant. The state will monitor invoices for reasonable and necessary expenses. DSS Eligibility Worker or State Agency will notify E&T provider if participant is no longer eligible.
- If any costs occur outside of the parameters of a monthly cell phone service bill, including reconnection fees, the expenses are the responsibility of the E&T participant.
- The E&T provider will not be responsible for replacing a cell phone, due to any reason.
- The E&T participant will not return the cell phone, once exited from the program.
- This policy must be signed by both provider and participant.

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.



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 4 – Budget Amendment Worksheets) 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 1 of the respective federal fiscal program year. Amendments received after July 1 will not be approved.

Proposals

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



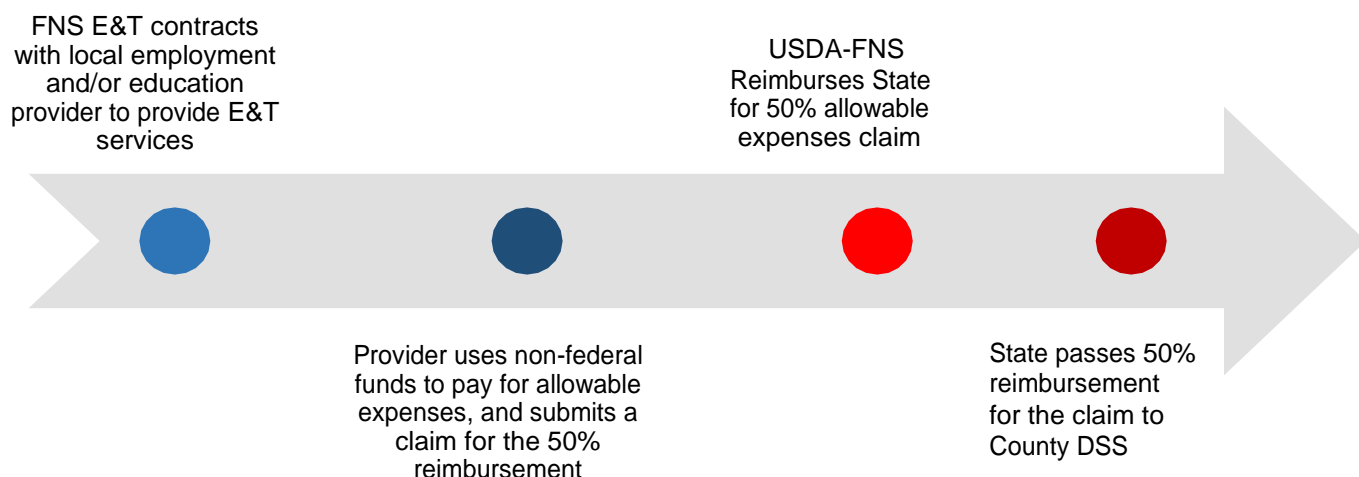
Third Party Partner Model

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 beneficiaries. 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 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 participate in FNS E&T. Ms. Jones would like to further her education 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 college’s non-federal funding for these expenses or another agency’s supportive services funding.*



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 beneficiaries to CBOs for employment and training services
- Advertise and inform FNS beneficiaries of FNS E&T program
- Provide FNS E&T third-party partner program outreach materials to FNS beneficiaries 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 beneficiaries 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 beneficiaries

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 Guidelines

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 monthly

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 NCWORKS GeoSol E&T module and sign confidentiality agreements. Providers are required to notify the E&T Team within three working days at fnseandt@dhhs.nc.gov when a staff member is no longer employed with their organization. Failure to adhere to these requirements may adversely affect performance measures and 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.

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 (FY2024)
	Vocational Training	Number and percent of total participants who obtained credential, certificate, or degree within the reporting period (FY2024)
	Job Search Training	Number and percent of total participants who obtained employment within the reporting period (FY2024)
	Basic Education	Number and percent of total participants who obtained credential, certificate, or degree within the reporting period (FY2024)



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:** FNS E&T programs must use the state's standardized assessment form (Appendix 6); additional tools may be used upon the Division's review and approval. At a minimum, assessment tools should include the below components that may be gathered from questionnaires, standardized tests, resumes, one-on-one interviews, and/or observations:
 - Literacy Level
 - Communication Skills (including English proficiency)
 - Education
 - Employment History
 - Employment Related Skills, Abilities, and Interests
 - Employment Barriers and Steps Necessary to Overcome Barriers
- **Completed and Updated IEP:** FNS E&T programs must complete the state's standardized IEP (Appendix 7) for each participant. Additional tools may be used upon the Division's review and approval. 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 incremental 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.

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

- 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)



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- **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 Appendix 3 for more detailed information about participant reimbursements.

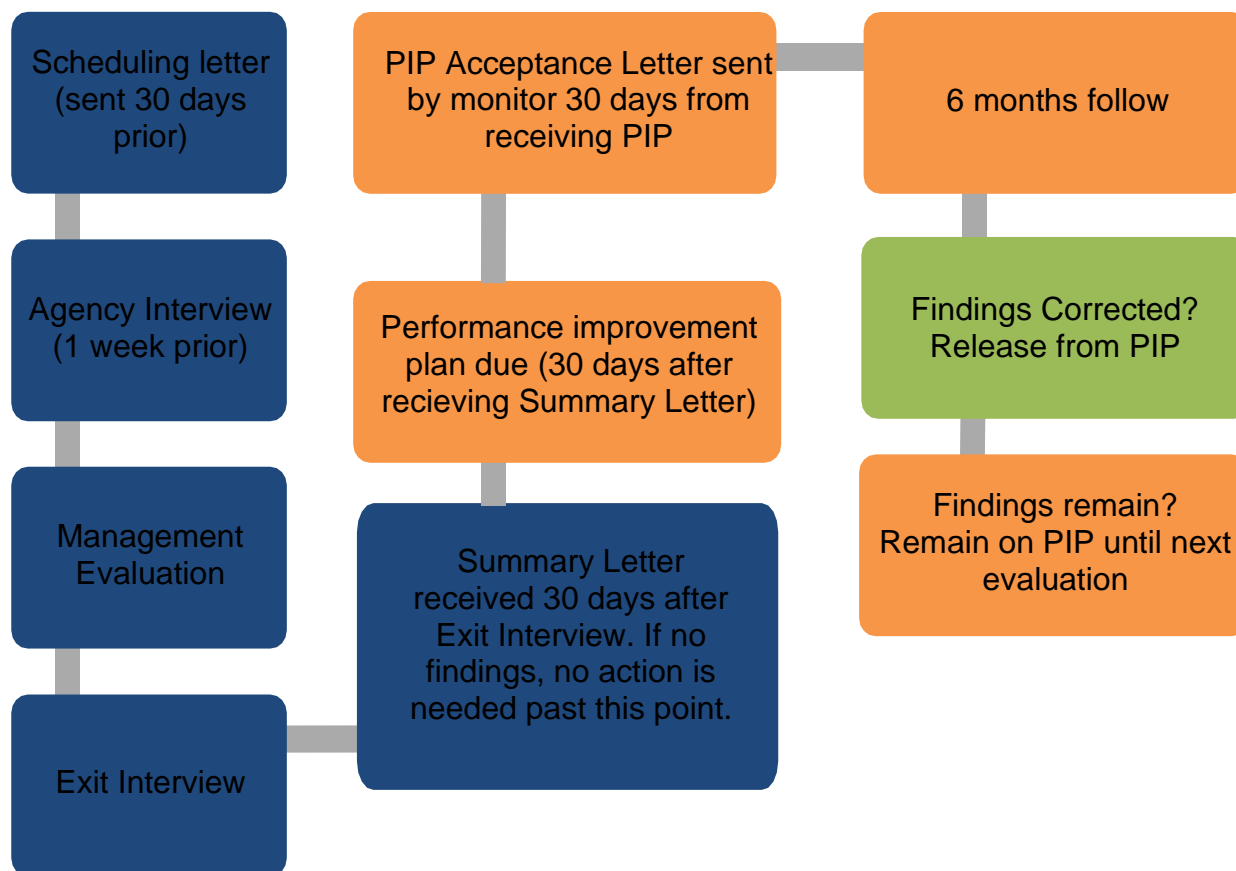


Monitoring

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 (PIP). 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. Specific details of the monitoring process can be found in Appendix 5.

The monitoring process is illustrated below:





Program Contacts

Position	Name	Phone	Email
Program Coordinator	Nikia Jefferies	919-707-5658	nikia.jefferies@dhhs.nc.gov
Program Consultant	Alyssa Mozingo	919-707-5614	alyssa.mozingo@dhhs.nc.gov
Program Consultant	Ryan Phillips		ryan.phillips@dhhs.nc.gov
Program Consultant	JayIn Hall	919-707-5658	jalyn.hall@dhhs.nc.gov
Operations Support	Tyrone Johnson	919-707-5617	tyrone.johnson@dhhs.nc.gov
Administrative Associate	Cheryl Downey	919-707-5617	cheryl.downey@dhhs.nc.gov

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

Resources

- [USDA E&T Toolkit](#)
- [NC Works Staff Resources](#)
 - [Creating the SNAP E&T Application and Enrollment](#)
 - [Creating Individuals](#)
 - [Searching for Individuals](#)
 - [SNAP E&T Service Activity Codes and Definitions](#)
- [NCDHHS FNS E&T Website](#)
- [Plan of Action Template](#)



Key Terms and Acronyms

- **Able-Bodied Adult Without Dependents (ABAWDs)**- An Able-Bodied Adult between ages 18 and 50 who receives FNS benefits without children in the FNS household and does not meet any other exemptions. Local DSS staff determine if a person is an ABAWD. The ABAWD age range increases to 52 in 2024 and to 54 in 2025.
- **Adult Basic Education (ABE)**
- **Assistant Secretary for Civil Rights (ASCR)**
- **Career and Technical Education (CTE)**
- **Code of Federal Regulations (CFR)**
- **Community Based Organization (CBO)**
- **Community College (CC)**
- **Component**- Specific allowable services offered for the E&T program.
- **Contract Reimbursement Request (CRR)**
- **Dear County Director Letters (DCDL)**
- **Department of Social Services; local county (DSS)**
- **Division of Child and Family Well-Being (DCFW)**
- **Employment & Training (E&T)**
- **English as a Second Language (ESL)**
- **Federal Fiscal Year (FFY)**- runs from October 1 through September 30.
- **Food and Nutrition Act of 2008 (The Act)**
- **Food and Nutrition Services benefits (FNS)**- North Carolina's SNAP benefits
- **Food Programs Reporting System (FPRS)**
- **Full Time Equivalent (FTE)**
- **General Education Diploma (GED)**
- **Geographic Solutions (GeoSol)**
- **Individual Employment Plan (IEP)**
- **Management Evaluation (ME)**
- **North Carolina Community College System (NCCCS)**
- **Office of Management and Budget (OMB)**
- **Performance Improvement Plan (PIP)**
- **Plan of Action (POA)**
- **Protected Personal Information (PPI)**
- **Request For Application (RFA)**
- **Supplemental Nutrition Assistance Program (SNAP)**
- **Temporary Assistance for Needy Families (TANF)**
- **United States Department of Agriculture Food Nutrition Services (USDA FNS)**- Federal agency that administers the SNAP program.
- **Work First Family Assistance (WFFA)**- North Carolina's TANF benefits.
- **Workforce Innovation and Opportunity (WIOA)**- Includes job training services that are developed, managed, and administered by State agencies, local governments, and the business community.

Appendix 1: FNS E&T SIS Codes

SVC CODE	PROGRAM	DESC	% REIMBU	APPCODE	PART I	FUNCT COLUMN	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 services 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	Worksite 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	50/50	458	Pt I	F 11 C 10	Pt II	SAME as above 515

		Svc						
567	S	Transportation	50/50	458/TBD	Pt I/N/A	F 11 C 10/N/A	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.
504	S	Childcare	50/50	TBD	N/A	N/A	Pt II	504-FNS E&T Childcare: FNS E&T Childcare: Is the provision of an organized program of activities utilized for the purpose of supporting FNS Employment and Training participants to participate in activities outlined in the Plan of Action, that include education and training to lead to employment. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included. Staff who are responsible for arranging Childcare FNS E&T families may use code 504 to report on this supportive service. This supportive service is provided according to the Plan of Action, Individualized Employment Plan and upon funding availability.

Appendix 2: DSS-1571 III (Administrative Costs Report)

Contract Reimbursement Request (CRR) Due by the 10th each month
 N.C. Department of Health and Human Services
 Division of Child and Family Well-Being
 Request for Reimbursement

1) Project: FNS E&T Program 50/50	5) Contract #:
	6) Contract Period: 10/01/2023 thru 09/30/2024
3) Remit To Address:	7) Contact Person:
	8) Telephone #:
	9) Total Amount Requested (Item 20): \$0.00
	10) Period covered by this request
4) Final Report: <input type="checkbox"/> Amended Report: <input type="checkbox"/>	From: 1-Oct-23 To:

Expenditure Category	A. Approved Federal Budget	B. Previously Reported Expenditures	C. Current Period Expenditures	D. Year to Date Expenditures (Column B + C)	E. Unexpended Balance (Column A - D)
1) Salary/Wages	0.00			0.00	0.00
2) Fringe Benefits	0.00			0.00	0.00
3) Travel	0.00			0.00	0.00
4) Media/Communication/Public Affairs	0.00			0.00	0.00
5) Other	0.00			0.00	0.00
6) Indirect Costs	0.00			0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
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				0.00	0.00

Appendix 3: Expense Documentation Examples

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
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 4: Budget Amendment Worksheets

Revised 5/21/21

Contract _____ Attachment _____
 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:

Appendix 5: FNS E&T Management Evaluation Monitoring Process

Monitoring Periods

The review period is one year prior to the ME review date. For example, if the ME date is Sept 10th, 2023, the review period would be September 2022 – August 2023. The number of case files reviewed differs depending on the size of county/provider:

- Large: 20 case files reviewed
- Medium: 15 case files reviewed
- Small: 10 case files reviewed

The size of the county also determines the number of days spent in the county.

- Small – 1-2 days at the DSS Office
- Medium – 2-3 days at DSS Office
- Large - 3-3.5 days at DSS Office

Pre-Monitoring Process

The FNS E&T Program Monitor sends a scheduling letter at least 30 days prior to a management evaluation (ME) visit. For counties being evaluated, the letter is sent to the DSS Director and FNS E&T staff. For community colleges and CBOs, the letter is usually sent to the agency director and other appropriate E&T staff that may be listed on the contract. An interview questionnaire is sent with the scheduling letter. The ME interview is scheduled a week prior to the ME review, via virtual call.

The program monitor will pull case files from NC Works at least 2 weeks prior to the ME review date, through these steps: Detailed Reports > Component Enrollment > Select Office > Select Timeframe. These cases will be sent to the counties/providers at least 2 weeks prior to the ME review date. When received the cases will be password protected, to protect case participants and the ME Tool. The counties/providers will receive the password in a separate email.

The monitor will request all case file information documents, expenses, and E&T staff salary (for counties). This is usually requested in an email containing the password protected list of cases.

The monitor will complete a “cold call” to the county/provider prior to the ME review date. This call typically occurs after the interview but prior to the actual ME review date. The call is completed from a private phone number, inquiring about E&T, to ensure front desk staff are aware of the program. The monitor remains anonymous. Questions asked are listed in the ME Tool.

Monitoring Review Day (Monitoring Summary and Exit Interview)

Once the monitoring evaluation is completed a summary of findings is sent to the county/provider. An exit interview is scheduled near the end of the monitoring evaluation (usually between 3p-4:30p). A conference line will be secured for this interview. The purpose of the exit interview is to go over the findings of the monitoring evaluation. The findings summary and important dates are usually discussed. The county/provider has 10 days from the ME review date to submit an informal rebuttal in any format, of any of the findings.

Post-Monitoring

A summary letter is sent to the county/provider 30 days after the ME review date and the date of completion is documented in the ME spreadsheet by the monitor. After this is sent, the county/provider has 10 days to submit a formal rebuttal in letter format, on the agency's letterhead with director's signature. All monitoring evaluation material should be saved by the program monitor in the appropriate folder for the current fiscal year. Scheduling letters, ME Tools, and Summary Letter templates are in the G Drive FNS E&T folder, under Monitoring and Compliance.

In some cases, the county/provider will be asked to complete a performance improvement plan. If this is the case, the details are outlined below.

Performance Improvement Plan Instructions

A county/provider has 30 days from the summary letter date to submit a performance improvement plan that addresses all findings from the monitoring evaluation, via email, to the program monitor. Upon receipt, the state has 30 days to accept or request changes to the performance improvement plan submitted by the county/provider.

A follow-up visit will be completed by the program monitor within 6 months of the acceptance date. Only 5 case files will be reviewed during the follow-up visit and only the findings from the original monitoring evaluation are reviewed for compliance.

The follow-up review period for the follow-up visit is the preceding 6 months. For example, if the follow-up visit is in January 2023, the review period would be July 2022- December 2022. The password for all follow-up documents will be different from the password for the original monitoring visit. Once the follow-up visit is complete, the county/provider will receive a performance improvement plan release letter. The letter releases the county/provider from their current performance improvement plan if no concerns are found during the follow-up visit.

If concerns are found during the follow-up visit, the county/provider either must either remain under their current plan or submit a revised plan. Another follow-up will be conducted 6 months from the date of the PIP Release letter or during the next ME review date, whichever occurs first.

Appendix 6: Assessment Form

Directions: Complete this assessment for enrollment in the FNS Employment and Training Program

PERSONAL INFORMATION

Last Name		First Name		Middle Initial
Permanent Address			Apartment/Unit	
City		State	Zip Code	
Mailing Address (if different)			Apartment/Unit	
City		State	Zip Code	
Telephone:		Email Address		
Date of Birth (MM/DD/YY)		Last 4 Digits of Social Security Number		

HOUSEHOLD INFORMATION

Please list all other household members:

Name	Relationship	Date of Birth (MM/DD/YY)

EMPLOYMENT INFORMATION

Are you interested in obtaining employment?

 Yes

 No

What career fields interest you?

Please list information on your two (2) current and/or previous employers:

[1] Name of Employer	Job Title
Start Date	End Date
Number of Hours Worked per Week	Reason for Separation
Job Responsibilities:	

[2] Name of Employer	Job Title
Start Date	End Date
Number of Hours Worked per week	Reason for Separation
Job Responsibilities:	

What other types of work or volunteer experience do you have?

If you have a current job offer, please provide details below:

Start Date	Job Title
Name of Employer	Part time or Full time
Hourly Pay	

EDUCATION AND SKILLS INFORMATION

Do you have a high school diploma or GED?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If you did not complete high school, specify highest grade you completed and name of school:

Do you have a college and/or vocational degree?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If you attended college or vocational training, specify highest level of education completed and name of school:

List any licenses, certifications, or special training you have received. Please indicate if they are still active.

	Yes	No
Do you have a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
Do you own or have access to a car?	<input type="checkbox"/>	<input type="checkbox"/>
What is your skill level with computers?		
Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>

OTHER BACKGROUND INFORMATION

Please select all applicable sources of income:

- | | | |
|--|--|---|
| <input type="checkbox"/> Employment | <input type="checkbox"/> Retirement Benefits | <input type="checkbox"/> Workers Compensation |
| <input type="checkbox"/> TANF (Work First) | <input type="checkbox"/> Self-Employment | <input type="checkbox"/> Unemployment |
| <input type="checkbox"/> Disability Benefits | <input type="checkbox"/> Social Security | <input type="checkbox"/> Child Support |
| <input type="checkbox"/> No Income | <input type="checkbox"/> Other: _____ | |

	Yes	No
Have you ever been convicted of a felony or misdemeanor, other than a minor traffic violation?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any pending charges?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to either of the two previous questions, please explain:

What obstacles/difficulties have you encountered that make finding or maintaining employment difficult?

- | | |
|--|---|
| <input type="checkbox"/> Education Requirements | <input type="checkbox"/> Criminal History/Background |
| <input type="checkbox"/> Medical and/or Physical Limitations | <input type="checkbox"/> Poor Work History/Gaps of Employment |
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Transportation Access |
| <input type="checkbox"/> Inability to read or write | <input type="checkbox"/> Language Barrier |
| <input type="checkbox"/> Access to working laptop/computer | <input type="checkbox"/> Housing Status |
| <input type="checkbox"/> Access to reliable internet service | <input type="checkbox"/> Other |

Please explain any barriers you selected above:

	Yes	No
Do you understand the purpose of the Employment and Training Program and your responsibility to the program?	<input type="checkbox"/>	<input type="checkbox"/>

Signatures indicate that we have jointly completed an FNS Employment and Training Assessment.

Participant's Signature	Date
Worker's Signature	Date

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), disability, age, or reprisal or retaliation for prior civil rights activity. Persons with disabilities who require alternative means of communication for program info should contact the Agency 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 request a complaint form, call 866-632-9992, or visit www.ascr.usda.gov

Appendix 7: Individual Employment Plan Form

FNS Employment and Training provides Food and Nutrition Services (FNS) and connects customers to opportunities to improve skills that can assist with finding a career and financial independence. The FNS Individual Employment Plan outlines steps to be taken to become self-sufficient. This plan will be reviewed and updated as needed.

PERSONAL INFORMATION

Participant's Name:	
Cert Period:	
ABAWD:	<input type="checkbox"/> Yes <input type="checkbox"/> No
ABAWD Months:	
CNDS ID:	

EMPLOYMENT PLAN

Employment Goal:	
------------------	--

Components/Activities

- | | | |
|--|--|--|
| <input type="checkbox"/> Orientation/Pre-enrollment | <input type="checkbox"/> Assessment | <input type="checkbox"/> Case Management |
| <input type="checkbox"/> Supportive Services | <input type="checkbox"/> Job Search Training | <input type="checkbox"/> On-the-Job Training |
| <input type="checkbox"/> Basic Education or Basic Skills Programs | <input type="checkbox"/> Education Programs | <input type="checkbox"/> Vocational Training |
| <input type="checkbox"/> Certificate Programs | <input type="checkbox"/> Testing | <input type="checkbox"/> Self-Employment Training |
| <input type="checkbox"/> Pre-Apprenticeship | <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Job Retention |
| <input type="checkbox"/> Supervised Job Search | <input type="checkbox"/> Work Experience (Work Activity) | <input type="checkbox"/> Work Experience (Work-based learning) |
| <input type="checkbox"/> Educational Program, Integrated Education and Training or Bridge Programs | | |

Details (Partner Agency, Activity, Dates, Time, Location, Contact Information)

Job Quit Agreement: 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. This could lead to disqualification of benefits. Before you quit, please reach out to me to discuss your situation.

PARTICIPANT RESPONSIBILITIES

Complete the components and/or activities checked above. I am aware the E&T Program requires monthly participation. I will contact my workers monthly and update them on my progress and/or any barriers that I am experiencing. In addition, I will contact my worker if I need to change my activity. Failure to communicate with my worker every thirty days will result in my SNAP FNS E&T case closing.

AGENCY RESPONSIBILITIES

Provide services for active participants meeting the terms of this agreement and making steps toward employment. It is required for us to have monthly contact to discuss progress and any challenges that may affect successful completion of your goals to employment. If monthly contact is not achieved, the worker has the option to close the case.

Signatures indicate that we have jointly developed an Individual Employment Plan and agree to the conditions. All the requirements have been explained.

Participant's Signature	Phone Number:	Date
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Worker's Signature	Phone Number:	Date
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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), disability, age, or reprisal or retaliation for prior civil rights activity. Persons with disabilities who require alternative means of communication for program info should contact the Agency 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 request a complaint form, call 866-632-9992, or visit www.ascr.usda.gov

Appendix 8: Screening and Referral Form

NC Department of Health and Human Services		FNS Employment and Training Screening & Referral form	
Referral information:			
Referral Source:			
Referring Party			
Contact information:		Date:	
Referral Type:			
Participant information: (please encrypt referral)			
Name:		ABAWD Status:	
Address/City/State/Zip:		FNS Cert. period:	
Date of Birth:		CNDS#:	
Contact information/ Phone Number:		SS# (or last 4 #'s):	
Screening questions (Yes/No)			
Is individual currently interested in education and/or training?			
Is individual currently interested in obtaining employment?			
Does individual have any challenges to gainful employment?			
Services of Interest (check all that apply)			
Supervised Job search		Basic Education	
Job search training		Vocational Training	
Work Experience (Work Activity)		Self-employment training	
Work Experience (Work-based Learning)		Job retention	
Pre-Apprenticeship		Apprenticeship	
Referral result: (TO BE COMPLETED BY LOCAL DSS)			
Individual is suitable for SNAP E&T and being referred to:			
Individual is not being referred due to:			
Referring County DSS/NCDHHS:			
Participant acknowledgement:			
<p>These services will be provided at no cost to you and will be funded by the Supplemental Nutrition Assistance Employment and Training Program, the county, and participating agencies. If you choose to take this opportunity, you may also be provided assistance with transportation, books/supplies, work clothing or uniforms, childcare, and other costs related to participating as funding permits. You may be exempt from participation if there is no funding available to provide this support. Supportive services may continue for up to 90-days after getting a job if you stay connected to our SNAP Employment and Training provider. Contact is once a month, or more as needed, via text, email, phone, or in person with us and/or our partner agency. Since this is a voluntary program, you are not required to participate to continue receiving Food and Nutrition Services (FNS) benefits. If you would like to be a part of this program, please read and sign this statement:</p> <p>✓ I understand that this is a voluntary program, and it does not affect my FNS benefits.</p> <p>✓ While I understand that this is a voluntary program, I agree to fully participate in order to increase my chances of finding employment or getting a better job.</p>			
Participant Signature		Date	
(Referring agency to upload a copy to participant's NCWorks Geosol record)			