

State Employment and Training (E&T) Plan Templates

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

State: *Rhode Island*

State Agency: *Rhode Island Department of Human Services*

Federal FY: *2017*

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

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
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**Certified By:**

**Iwona Ramian**

**8/16/16**

\_\_\_\_\_  
State Agency Director (or Commissioner)

\_\_\_\_\_  
Date

**Certified By:**

**Maureen Wu**

**8/17/16**

\_\_\_\_\_  
State Agency Fiscal Reviewer

\_\_\_\_\_  
Date

**Part B: Assurances**

<b>Assurance Statements</b> <i>Check box at right to indicate you have read and understand each statement.</i>	
1. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	<input checked="" type="checkbox"/>
2. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	<input checked="" type="checkbox"/>
3. State education costs will not be supplanted with Federal E&T funds.	<input checked="" type="checkbox"/>
4. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	<input checked="" type="checkbox"/>
5. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	<input checked="" type="checkbox"/>
6. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.	<input checked="" type="checkbox"/>
7. Contracts are procured through competitive bid procedures governed by State procurement regulations.	<input checked="" type="checkbox"/>
8. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	<input checked="" type="checkbox"/>
9. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	<input checked="" type="checkbox"/>
10. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input checked="" type="checkbox"/>
11. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	<input checked="" type="checkbox"/>

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

**Part C: State E&T Program, Operations and Policy**

<b>Table 1: State E&amp;T Program, Operations and Policy Overview</b>	
<b>Summary of the SNAP E&amp;T Program</b>	<p><b>State Agency Mission</b>            The RI Department of Human Services (RI DHS) is an organization of opportunity, working hand-in-hand with other resources in Rhode Island to offer a full continuum of services for families, adults, children, elders, individuals with disabilities, and veterans so that:</p> <ul style="list-style-type: none"> <li>• Families are strong, productive, healthy, and independent</li> <li>• Adults are healthy and reach their maximum potential</li> <li>• Children are safe, healthy, ready to learn and reach their full potential</li> <li>• Elders and individuals with disabilities receive a full continuum of services to enhance their quality of life</li> <li>• Veterans are cared for and honored</li> </ul> <p><b>Program Scope</b>            In 2011, RI DHS contracted with Local Initiatives Support Corporation (LISC) to develop, manage and expand the state’s E&amp;T program. RI DHS has opted to renew this contract since. LISC’s current contract runs through September 30, 2017 with the option to renew at the state’s discretion annually, through September 2019.</p> <p>RI DHS operates a voluntary E&amp;T program using a third party reimbursement model. LISC subcontracts with qualified education and training agencies to provide E&amp;T services. <b><u>Section 1004.25.25 of the Rhode Island Department of Human Services SNAP Rules and Regulations outlines the state’s SNAP E&amp;T program.</u></b></p> <p>The population served will include all Rhode Island volunteer participants eligible for E&amp;T services. Participants are referred directly to the program as a result of the state’s outreach efforts, and through reverse referrals from subcontracted service providers.</p> <p>The E&amp;T program will maximize existing publicly funded education, training, and employment services available within the wider workforce development system. Federal reimbursement for supportive services and for operating education components will be sought only for costs equal to the normal costs of services provided to persons not participating in E&amp;T.</p> <p>Currently, all E&amp;T service providers are Community Based Organizations (CBOs). Efforts to increase the number of partnerships and expand the program are meeting with success. LISC will subcontract with twelve (12)</p>

**Table 1: State E&T Program, Operations and Policy Overview**

	<p>service providers beginning on October 1. In December, it is expected that another four (4) CBOs will be pre-approved. <b>In mid-January 2017, the state agency will submit a request for an amendment to this Plan that will provide additional 50% funds to cover the services proposed by these organizations.</b> If approved, the number of FY17 service providers will be sixteen (16), which will be a significant expansion from prior years, and twice that of FY16.</p> <p>FY17 E&amp;T components as of October 1 are:</p> <ul style="list-style-type: none"> <li>• Vocational (e.g. healthcare, culinary, construction trades, banking and financial services, child care, janitorial, pre-apprenticeship)</li> <li>• Education (Literacy/ABE, HSE, NEDP, ESL)</li> <li>• Job Search</li> <li>• Job Search Training</li> <li>• Work Readiness</li> <li>• Job Retention Services</li> <li>• Work Training</li> </ul> <p>Components will be offered sequentially or simultaneously, depending upon the needs of the individual participants.</p> <p>SNAP recipients referred to the program will receive an in-depth assessment prior to enrollment in a component. Once enrolled, all E&amp;T participants will receive ongoing case management and employment counseling, work readiness (either as a stand alone component or integrated into another component), participant reimbursements on an as-needed basis, and optionally, financial literacy.</p> <p><b>Special Projects</b>        In 2015, FNS awarded Rhode Island additional 100% funds to develop a public E&amp;T website and backend database for collecting and participant level data. The public website is nearing completion and is scheduled to launch on September 30, 2016. It will serve as a resource for SNAP recipients, subcontractors, potential subcontractors and employers, and be translatable through Google Translate.</p> <p>The database is no longer associated with the website. Instead, it is being built using Microsoft Access Web Application, hosted on SharePoint (Office 365) and accessed via a secure login. Rather than submitting Excel-based reports currently in use, we are exploring the approach of E&amp;T service providers being able to report measures directly into the database, accessing their data only. LISC’s task of compiling the current Excel-based reports will</p>
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<b>Table 1: State E&amp;T Program, Operations and Policy Overview</b>	
	be automated by a simple query. The State Agency and LISC will have unlimited potential to query the database and mine data via custom reports. The scheduled launch date for the project's first phase is October 1, 2016.
<b>Program Changes</b>	In preparation for the <b>expiration of Rhode Island's ABAWD waiver</b> , DHS is currently coordinating efforts with RI DLT to determine how best to connect ABAWDs to WIOA funded Job Search and Job Search Training programs. DHS is also convening working groups comprised of service providers and other key stakeholders so that this challenge can be addressed collectively. The state's colleges are being approached for access to adult education programs, and we are working with RI DLT to identify opportunities for ABAWDs through the Governor's Real Jobs initiative. We are also approaching private donors for funding to expand E&T training programs. The forgoing information will be included in Part D: Pledge to Serve All At-risk ABAWDs in RI's State Plan.
<b>Workforce Development System</b>	<p>Rhode Island's workforce development system is a network of services, programs and investments with shared goals to improve the skills of the state's workforce while connecting the emerging workforce, the transitional workforce and the current workforce to employers and employment-related training opportunities. The Governor and the Department of Labor and Training (RI DLT) are focusing on building a workforce development system that meets the workforce needs of the state's employers with initiatives aimed at reducing the time and costs associated with training, hiring and/or transitioning employees.</p> <p>The Governor's Workforce Board (GWB) oversees the system. The GWB's role is to institute statewide policies, goals and guidelines for the coordination of all employment and training programs, employment-associated educational programs and related services throughout the state, support strategies to improve the existing skill base of the Rhode Island workforce, and anticipate the future needs of growing and emerging businesses.</p> <p>The state's One-Stop Career Center System is netWORKri, a partnership of professional, labor, training, and education organizations. RI DHS has long had a cooperative agreement with each of the two local Workforce Investment Boards in Rhode Island and with the Department of Labor and Training for services to TANF and SNAP recipients and for non-custodial parents. These relationships and cooperative agreements provide E&amp;T the opportunity to access a broad range of interagency resources under the umbrella of the netWORKri centers.</p> <p>Rhode Island's statewide <i>virtual</i> One-Stop and case management system,</p>

<b>Table 1: State E&amp;T Program, Operations and Policy Overview</b>	
	<p>EmployRI supports many of the state’s strategies by providing the information needed to inform and assist both employer and job seeking customers, cross-agency workforce development professionals, and policy-makers. EmployRI also functions as the state’s Job Bank and Labor Market Information system.</p> <p>Through a data sharing agreement, RI DLT will provide RI DHS with the employment data required under the new E&amp;T reporting measures. This data will come from EmployRI.</p> <p>The Rhode Island State workforce plan contains three strategies, which aim to ensure Rhode Island employers have the talent they need to continue to expand their operations while ensuring Rhode Islanders are equipped to take advantage of available employment opportunities. The three strategies are as follows:</p> <ol style="list-style-type: none"> <li>1. Implementing a demand-driven sector-based strategy to aggregate economic opportunities by employers and their intermediaries.</li> <li>2. A career pathway strategy to provide employment, education, training and support services for individuals, particularly those with barriers to employment.</li> <li>3. Develop an effective performance measurement strategy to track labor market interactions beyond federal reporting requirements.</li> </ol> <p>Many SNAP recipients may be best served by the career pathways strategy, as they may lack the skills needed to succeed in higher-level education and training. E&amp;T can serve as a first opportunity to gain foundational skills, earn industry-recognized credentials, and work with a career/employment counselor and a case manager to map a pathway to meaningful employment, participate in higher level skills training, or achieve educational goals.</p> <p>A recent economic analysis of the state concluded Rhode Island’s economy is comprised of distinct sectors that collectively drive economic growth in the state. Of those that were identified as the leading and potential leading economic drivers in the state, FY17 E&amp;T components interface with healthcare, hospitality, tourism and food. Construction, also a FY17 component, although not included in the list of leading economic drivers, was identified as a strong industry for job growth.</p> <p>The Governor’s current focus is on industry-based partnerships designed to aggregate the workforce needs of employers and provide a mechanism to articulate these needs to the workforce development network. RI DLT is</p>

**Table 1: State E&T Program, Operations and Policy Overview**

	<p>implementing this strategy through the <i>Real Jobs Rhode Island</i> program, a demand driven, workforce and economic development initiative designed to ensure that Rhode Island employers have the talent they need while providing targeted education and skills training for Rhode Island workers.</p> <p>Four FY17 E&amp;T subcontractors are recipients of Real Jobs grants, which are funded with WIOA and the Rhode Island Job Development Fund (JDF), a state imposed employer tax used to improve and upgrade the skills of the state’s workforce. JDF is currently the primary source of state funds available for E&amp;T. RI DLT has developed an MOU for use with E&amp;T subcontractors participating in Real Jobs that will ensure that the E&amp;T participants enrolled in this programming are funded with JDF and not WIOA. The partnership with DLT is a step forward in strengthening interagency coordination with E&amp;T. This agreement also allows JDF funds to be leveraged, enabling these E&amp;T subcontractors to serve more SNAP recipients than they otherwise would have been able to.</p> <p>The E&amp;T subcontractors participating in Real Jobs are part of a broad network of CBO education and training providers delivering workforce development services to the state’s unemployed and underemployed adult population. Rhode Island’s E&amp;T subcontractors represent some of the strongest organizations in the state’s workforce development delivery system, making important contributions to both planning efforts and strategy implementation.</p> <p>FY17 E&amp;T participants will have the opportunity to earn one or more the following industry-recognized credentials:</p> <ul style="list-style-type: none"> <li>• Green Clean</li> <li>• OSHA 10</li> <li>• OSHA 40/HAZWOPER</li> <li>• 8-hr Lead Renovator/Remodeler</li> <li>• Welding</li> <li>• Aerial Lift</li> <li>• Rigging</li> <li>• Pre-Apprenticeship</li> <li>• ServSafe Food Handler</li> <li>• TIPS</li> <li>• Guest Service Gold</li> <li>• Customer Service</li> <li>• First Aid/CPR (American Heart Association)</li> <li>• C.N.A. License</li> <li>• Mentee Training Certification</li> </ul>
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	<ul style="list-style-type: none"> <li>• Nonviolence Training Certification</li> <li>• NEDP</li> <li>• GED</li> </ul>
<b>Other Employment Programs</b>	<p>The state’s job training program for TANF recipients is RIWorks. Individuals receiving TANF are categorically ineligible for E&amp;T. RI DHS E&amp;T social workers verify a participant’s E&amp;T eligibility by checking the individual’s benefits status in InRhodes, the RI DHS non-duplicative Information System for all DHS programs. Upon certification of the household for SNAP benefits, and verification that the individual is not receiving TANF benefits, the individual is informed that they may voluntarily enroll in employment and training activities.</p> <p>A key state program currently serving WIOA recipients is Real Jobs Rhode Island, discussed above.</p>
<b>Special Populations/ State Options in E&amp;T Participants</b>	<p>Rhode Island will refer categorically eligible, zero benefit households to E&amp;T, but there have not yet been any individuals with this designation interested in enrolling in the program.</p> <p>The State Agency refers individuals to E&amp;T whose SNAP benefit status is pending. This has allowed some of the state’s E&amp;T subcontractors to increase enrollment.</p>
<b>Screening Process</b>	<p>RI DHS will oversee the eligibility technicians and screening social workers who process the initial SNAP applications and determine work registration status, as well as the E&amp;T social workers responsible for program outreach, eligibility assessments and referrals to E&amp;T.</p> <p>RI DHS SNAP Eligibility and Social Worker staffs are responsible for intake, application, and recertification of SNAP applicant recipients. RI DHS currently has two such staff dedicated to screening and referring individuals to E&amp;T. Screening is accomplished through in-person or phone interviews. In either case, if the screening results in a referral to E&amp;T, the individual’s SNAP 511a form is sent to LISC. Individuals are referred to an E&amp;T social worker through one of the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Mandatory work registrants interested in exploring employment and training opportunities are identified by DHS eligibility technicians during the work registration process and are referred to an E&amp;T social worker for screening.</li> <li>2. Individuals voluntarily seek a referral to the program having heard about E&amp;T opportunities, or seen the outreach materials.</li> </ol>



<b>Table 1: State E&amp;T Program, Operations and Policy Overview</b>	
	<p>3. The E&amp;T subcontractors refer individuals to the program through reverse referral. Most of the program’s referrals are the result of reverse referrals.</p> <p>RI DHS E&amp;T social workers verify a participant’s eligibility by checking the individual’s benefits status in InRhodes, the RI DHS non-duplicative Information System for all DHS programs. Upon certification of the household for SNAP benefits, and verification that the individual is not receiving TANF benefits, the individual is informed that they may voluntarily enroll in employment and training activities.</p> <p>Using established interview techniques, the E&amp;T Social Worker obtains the information needed to assess the individual’s employability and interests and explains the responsibilities of participation. The available E&amp;T services are reviewed using the RI E&amp;T Vendor and Component Book developed by the E&amp;T Contractor, and if the individual wishes to enroll, the E&amp;T Social Worker completes the last portion of the DHS SNAP 511 form and forwards it to the E&amp;T Contractor. An appropriate program is identified, and the individual’s SNAP 511 is sent to that subcontractor. The E&amp;T subcontractor then <b>provides the individual with an in-depth assessment</b> to determine suitability for the program. <b>If the assessment shows that the individual is a good candidate for E&amp;T, he/she is enrolled in an appropriate component.</b></p> <p>Participant eligibility is verified by RI DHS monthly, prior to the E&amp;T subcontractor disbursing 50% reimbursement funds to the subcontractor, and until participant exits the program.</p>
<b>Conciliation Process (if applicable)</b>	Since Rhode Island operates a voluntary SNAP E&T program, there will be no conciliation or sanction during FY17.
<b>Disqualification Policy</b>	No household is eligible to participate in SNAP when the head of household (defined in 1002.35.05) voluntarily and without good cause quits a job of twenty hours a week or more within the sixty days prior to the date of application, or at any time thereafter. At the time of application, the agency representative must explain to the applicant the consequences of the head of household quitting his/her job without good cause, and the consequences of a person joining the household as its head if that person has voluntarily quit employment. Persons who are exempt from the work registration provisions are exempt from the voluntary quit provision. For example, RIWorks recipients are exempt from the voluntary quit provision or s/he is considered registered for employment services by virtue of signing the DHS-2, Statement of Need.

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<b>Participant Reimbursements</b>	<p>These critical training supports are provided to participants on an as-needed basis. Although not yet mandated, RI E&amp;T subcontractors are strongly advised to offer as many supports as funding allows in FY17, and to retain a portion of their FY17 50% reimbursement to fund more robust supports in FY18. The State is considering mandatory retention of a minimum percentage of a subcontractor’s total 50% reimbursement for participant reimbursements in the subsequent FY year.</p> <p>The following participant reimbursements are allowable in FY17:</p> <ul style="list-style-type: none"> <li>• Transportation vouchers (i.e. gas cards, bus passes, mileage, capped at \$100 per month)</li> <li>• Dependent care costs (if not available through the state, capped at \$275 per week)</li> <li>• Hygiene services (e.g. haircuts)</li> <li>• Dental care (e.g. cleanings)</li> <li>• Test, certification, licensing, and registration fees</li> <li>• Interview clothing, uniforms</li> <li>• Books, tools, other training materials</li> <li>• Emergency housing (2 month limit)</li> </ul> <p>Participant reimbursements are treated as reimbursements to the subcontractors. Subcontractors provide the support to the participant and then invoice LISC. Rhode Island uses a form that documents and tracks the type and value of the reimbursement(s) participants receive, one form per participant. The form also includes a disclosure explaining the limited, allowable use of E&amp;T reimbursement(s) stating the participant’s responsibility to use the supports only to assist them in attending and completing E&amp;T training and related job interviews. Each participant receiving a participant reimbursement must read, agree to the terms of the disclosure, and sign. These forms are submitted to LISC as supporting backup to monthly invoicing for the 50% reimbursement.</p> <p>Allowable reimbursements and the caps on transportation and dependent care are listed in the RI E&amp;T Application Guidelines. Subcontractor detail their proposed participant reimbursement in the E&amp;T application budget. Currently, no other reimbursements are allowable other than those included on the E&amp;T budget form. The approved participant reimbursements become part of a subcontractor’s contract budget. Invoicing is limited to costs detailed in the approved budget.</p> <p>Disallowed costs are stated in the E&amp;T Application Guidelines and are included the body of the contracts. Appendix B: Allowable E&amp;T Participant</p>

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	Reimbursements from the SNAP E&T Toolkit is included as an addendum to the contracts.
<b>Work Registrant Data</b>	<p>In Rhode Island, participation in E&amp;T is voluntary. Sanctions are only imposed when participants fail to comply with the work registration requirements.</p> <p>The Department of Human Services SNAP Eligibility and Social Worker staffs are responsible for intake, application, and recertification of SNAP eligibility.</p> <p>Screening for work registration is completed at the time of application interviews and annually thereafter. RI DHS registers for work each household member who is not exempt as defined in the provisions in 1004.25.05 (<i>Exemptions from Work Registration</i>) of the <i>Rhode Island Department of Human Services SNAP Rules and Regulations</i>.</p> <p>The work registration process is as follows. At the time of application for SNAP benefits, prior to approval, a RI DHS eligibility technician conducts an interview to assess exemption status. As a condition of benefit eligibility, each household member who is determined not to be exempt, is required to register for work, and then may re-register once every twelve (12) months after the initial registration.</p> <p>When it is determined that an applicant/recipient must register, an agency representative is required to explain to the applicant/recipient the pertinent work requirements, the rights and responsibilities of the work-registered household member(s) and the consequences of failure to comply. A written summary (RI DHS SNAP-510) of these matters is provided to each work registrant.</p> <p>Work registration is accomplished by completing the RI DHS form SNAP-511 for each household member required to register for employment. This form may be completed by the applicant, or authorized representative for each household member who is required to register for employment.</p> <p>The date the registration form is completed is recorded in the case log in the RI DHS management information system, InRhodes, the RI DHS administered, non-duplicative information management system tracking benefit status and history for individuals across all RI DHS programs.</p>

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	<p>The number of work registrants expected to be in the state on October 1 of FY16 is 24,863. This data is based on data retrieved from DHS’s eligibility system, InRhodes using report FA3340WP.</p> <p>The anticipated number of new work registrants to be added between October 1, 2016 and September 30, 2017 is 23,527. Current InRhodes data indicates slightly reduced numbers of SNAP participation in Rhode Island.</p> <p>The total number of work registrants in the State between October 1, 2016 and September 30, 2017 is estimated to be 24,000. This figure was estimated using InRhodes report FA3340WD.</p>
<p><b>Outcome Reporting Data Source and Methodology</b></p>	<p>Rhode Island is exploring the possibility of building a database system that will improve record keeping functions. We are exploring the possibility of subcontractors, having access to their data only, entering measures directly into the database. Administrators (E&amp;T Contractor/DHS) will have unlimited potential to query the database and mine data via custom reports.</p> <p>The E&amp;T Contractor manages the collection, tracking and reporting of participant reporting measures. Rhode Island is already tracking a significant number of measures, including many of those required for FY17. RI DHS will obtain ABAWD status for each participant from <i>InRhodes</i>, the non-duplicative, RI DHS Information System for all RI DHS programs. The state runs a voluntary E&amp;T program and therefore, 100% of the participants will be voluntary.</p> <p>Subcontractors collect all of the current data being tracked. In FY 17, they will also provide the demographic data now required for the FNS Annual Report, as they collect this information during client intake. Subcontractors are directed to designate a program staff responsible for managing E&amp;T reporting measures. Currently, subcontractors use a variety of databases for client data management. E&amp;T measures are transferred from these databases to an Excel-based report and submitted electronically to LISC each month. LISC aggregates the subcontractor data for unduplicated reporting to DHS.</p> <p>The three National Reporting Measures requiring tracking employment two and four quarters beyond the date a participant completes E&amp;T services will be obtained through a data sharing agreement between RI DHS and the RI Department of Labor and Training (RI DLT). RI DLT will access the required employment data from Rhode Island’s statewide virtual One-Stop internet-based case management system, <a href="http://EmployRI.org">EmployRI.org</a>. A RI DLT staff will access and aggregate the data for E&amp;T participants monthly, and send this report to the E&amp;T Contractor. The data will then be transferred into the</p>

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	<p>Microsoft Access database where it will be merged with the other E&amp;T data. LISC will send unduplicated reports to RI DHS monthly, quarterly and annually. The reports will provide the services each participant received, the hours of each type of service received, and the outcomes achieved. Participant level outcomes will also be aggregated and reported as number and percentage of participants.</p> <p>The list of reporting measures Rhode Island will collect and track in FY17 follows. It includes those that the state is currently tracking, new measures required for the Annual Report to FNS, and the National Reporting Measures identified in 273.7(c). Reporting measures shaded in light blue are collected for all participants, and will be reported to FNS for components with greater than 100 participants.</p> <p><b><u>Status</u></b></p> <ul style="list-style-type: none"> <li>• Voluntary or Mandatory Participation</li> <li>• ABAWD</li> </ul> <p><b><u>Personal Identifying Information (PII)</u></b></p> <ul style="list-style-type: none"> <li>• Participant name</li> <li>• DOB</li> <li>• Last four digits of Social Security Number</li> </ul> <p><b><u>Demographic Data</u></b></p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Age at time of enrollment in E&amp;T (16-17, 18-35, 36-49, 50-59, 60 and older)</li> <li>• HSE Diploma/GED prior to beginning services</li> <li>• Speaks English as a second language</li> </ul> <p><b><u>Component Information</u></b></p> <ul style="list-style-type: none"> <li>• Component participant is enrolled in</li> <li>• Start and end dates of the component</li> </ul> <p><b><u>Date outcome achieved</u></b></p> <ul style="list-style-type: none"> <li>• Increased EFL</li> <li>• Achieved Vocational Certificate</li> <li>• Placed in internship</li> <li>• Placed in apprenticeship</li> <li>• Placed in unsubsidized employment</li> <li>• Wage at time of placement (when available)</li> <li>• Benefits (Y/N) (when available)</li> </ul>

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	<p><b><u>Retention Services outcomes achieved</u></b></p> <ul style="list-style-type: none"> <li>• Achieved 30-day retention</li> <li>• Achieved 60-day retention</li> <li>• Achieved 90-day retention</li> </ul> <p><b><u>Completion Information</u></b></p> <ul style="list-style-type: none"> <li>• Date completed component</li> <li>• Left prior to completion               <ul style="list-style-type: none"> <li>○ Last date services were received</li> <li>○ Reason for leaving the program</li> </ul> </li> </ul> <p><b><u>Participant Reimbursements Received</u></b></p> <p><b><u>National Reporting Measures</u></b></p> <ul style="list-style-type: none"> <li>• The number and percentage of E&amp;T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&amp;T</li> <li>• The number and percentage of E&amp;T participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&amp;T</li> <li>• The median quarterly earnings of all the E&amp;T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&amp;T</li> <li>• The median quarterly earnings of all the E&amp;T participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&amp;T</li> </ul> <p>A disaggregation of the number and percentage of these participants by the characteristics</p> <ol style="list-style-type: none"> <li>a) Voluntary or mandatory</li> <li>b) ABAWD status</li> <li>c) Received a high school degree (or GED) prior to being provided with E&amp;T services</li> </ol>

**Part D: Pledge to Serve All At-Risk ABAWDs  
 (if applicable)**

<b>ABAWD and Pledge Information</b>	
<b>Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?</b>	N/A
<b>Information about the size &amp; needs of ABAWD population</b>	N/A
<b>The counties/areas where pledge services will be offered</b>	N/A
<b>Estimated cost to fulfill pledge</b>	N/A
<b>Description of State agency capacity to serve at-risk ABAWDs</b>	<p>Rhode Island has a waiver in place through FY17. Challenges may exist to serve ABAWDs when this waiver expires due to:</p> <ul style="list-style-type: none"> <li>• limited availability of state/private funding to cover the required level of programing</li> <li>• limited number of service providers with the capacity and appropriate programing to serve all ABAWDs</li> </ul> <p>DHS is currently coordinating efforts with RI Department of Labor and Training (DLT) to determine how best to connect ABAWDs to WIOA funded Job Search and Job Search Training programs. DHS is also convening working groups comprised of service providers and other key stakeholders so that this challenge can be addressed collectively. The state's colleges are being approached for access to adult education programs, and we are working with RI DLT to identify opportunities for ABAWDs through the Governor's Real Jobs initiative. We are also approaching private donors for funding to expand E&amp;T training programs. RI will also expand the Job Search component offered through E&amp;T service providers and the state's One-Stops to increase capacity to serve this population.</p>

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

<b>ABAWD and Pledge Information</b>	
<b>Management controls in place to meet pledge requirements</b>	N/A
<b>Description of education, training and workfare components State agency will offer to meet ABAWD work requirements</b>	Vocational Training, Adult Education, <b>Job Search</b> and Job Search Training, Work Readiness, Job Retention



**Part E - Table 2: E&T Component Detail**

Non-Education, Non-Work Components							
Component	Description	Geographic Area	Target Audience (e.g., Homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated Monthly cost*	Provider (Contracted, SNAP agency, or both)	Reporting Measure(s) – if > 100 participants
<i>Job Search</i>	Participants receive guidance on how to conduct an effective job search and identify appropriate job placement opportunities, key concepts of job readiness, basic computer skills, particularly related to completing job applications, job leads, monitoring of progress and success, case	Providence, Woonsocket	Not specific	94	\$5,267	Subcontractor	Average # of job applications submitted during the reporting period per participant.  % Placed in employment  % Completing component

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

Non-Education, Non-Work Components							
	management and depending on subcontractor, financial coaching services.						
<b><i>Job Search Training</i></b>	Participants receive ongoing career counseling, job search support, advising, evaluation and assessment of competencies. Individualized tailoring of resumes and cover letters for specific jobs. Participants matched with appropriate jobs with subcontractors' employer	Woonsocket	Not specific	14	\$1,675	Subcontractor	

State Employment and Training (E&T) Plan  
[Rhode Island Department of Human Services]  
[FY 2017]

Non-Education, Non-Work Components							
	partners. Ongoing case management to address barriers to employment.						
Component	Description	Geographic Area	Target Audience (e.g., Homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated Monthly cost*	Provider (Contracted, SNAP agency, or both)	Reporting Measure(s) – if > 100 participants
<b>Job Retention Services</b>	Includes post-employment counseling providing support and guidance, barrier identification, soft skills, such as workplace etiquette and conflict resolution, and troubleshooting to help ensure	Providence & Woonsocket	Not specific	64	\$5,593	Subcontractor	% Completing component  % Retention 30,60,90 days

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

Non-Education, Non-Work Components							
	employment retention and advancement.						

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Education Components <i>(Education expenses must be justified)</i>							
Component	Description & justification	Geographic Area	Target Audience (e.g., Homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider (Contracted, SNAP agency, or both)	Reporting Measure(s) – if > 100 participants
<b>Basic Education:</b> <i>ESL</i> <i>ABE</i> <i>HSE/GED/</i> <i>NEDP</i>	<b>Description</b> Consists of adult basic education/literacy, GED, HSE, NEDP and ESL. Hours per week vary between 12 and 30, with length of service dependent upon progress made by participants toward achieving	Providence, Westbay (Warwick area)	Non-specific	173	\$28,793	Subcontractor	% Completing component  % Who achieved an increase in Educational Functioning Level (EFL)

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

<b>Education Components</b> ( <i>Education expenses must be justified</i> )							
	<p>educational and employment goals.</p> <p>Adult Education is most often contextualized with financial coaching, job readiness and/or job search. Some of the E&amp;T subcontractors provide adult basic education contextualized to specific industries, such as healthcare and culinary arts.</p> <p>Receive case management and career pathway counseling.</p>						
<p><b><u>Justification for Education Funding</u></b></p> <p>Many of the state’s SNAP recipients lack the fundamental reading, writing and speaking skills to successfully participate in vocational training leading to industry recognized credentials. This limits their access to jobs offering wage growth and lasting financial stability, and also prevents many from securing even entry-level jobs that can provide them with work experience.</p>							

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

<b>Education Components</b> ( <i>Education expenses must be justified</i> )							
<p>These clients are difficult to employ, and need foundational education and career pathway planning coupled with robust supports so that they gain the skills needed to succeed in occupational skills training and successfully secure and retain good jobs. Providing the state’s SNAP recipients with access to basic educational components is an essential first step on a career pathway to family supporting employment.</p> <p>Rhode Island’s resources for adult education are limited. Data from 2014 show that although 5,800 adults were served through the adult education system, provider waiting lists totaled over 1,300. Of those waiting for services, most needed to improve their English language skills or gain basic competencies so that they could take occupational skills training. At that time, the Rhode Island Department of Elementary and Secondary Education (RIDE) estimated that with a \$2 million investment from the state, the adult education providers could serve those waiting for services. That investment has not yet been realized.</p> <p>By leveraging state dollars, E&amp;T will provide the opportunity to hundreds of Rhode Islanders motivated to improve foundational skills to pursue a pathway out of poverty.</p>							
<b>Component</b>	<b>Description &amp; justification</b>	<b>Geographic Area</b>	<b>Target Audience (e.g., Homeless, ABAWDS)</b>	<b>Anticipated monthly participants (unduplicated count)</b>	<b>Anticipated monthly cost*</b>	<b>Provider (Contracted, SNAP agency, or both)</b>	<b>Reporting Measure(s) – if &gt; 100 participants</b>
<b><i>Vocational Training</i></b>	Vocational training across the E&T network provides participants with a wide variety of industry specific training options leading to certifications and industry-recognized credentials. FY17 opportunities include	Woonsocket, Providence, East Bay	Not specific	139	\$44,910	Subcontractor	% Achieved vocational certificate % Placed in employment

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

<b>Education Components</b> ( <i>Education expenses must be justified</i> )							
	Culinary Arts, Carpentry, Construction Trades, Pre-Apprenticeship (construction trades), Medical Assistant, Homemaker-Heath Services and C.N.A, Childcare Teacher Assistant, Financial Services and Green Janitorial.						

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

<b>Work Components</b>							
<b>Component</b>	<b>Description</b>	<b>Geographic Area</b>	<b>Target Audience (e.g., Homeless, ABAWDS)</b>	<b>Anticipated monthly participants (unduplicated count)</b>	<b>Anticipated monthly cost*</b>	<b>Provider (Contracted, SNAP agency, or both)</b>	<b>Reporting Measure(s) – if &gt; 100 participants</b>
<i>Work Readiness</i>	Provides participants with the skills needed to join the workforce and stay employed. Participants receive soft skills training in	East Bay, Providence, Woonsocket	Not specific	168	\$10,808	Subcontractor	% Completing component % Placed in employment

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

Work Components							
	<p>communication, teamwork, conflict resolution and preparedness, and learn about proper dress. Participants learn resume development, interview techniques and interview preparation, the application process and practice mock interviews. Participants also learn basic computer skills needed to complete job applications.</p>						
<b>Work Training</b>	<p>Provides participants with 10-12 mos. of deep training in work preparedness.</p>	Providence	Not specific	24	\$24,427	Subcontractor	



State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

Work Components							
	<p>Subcontractor:            Year Up. First half of year participants develop skills in a high-growth field augmented by professional soft skills. Earn up to 30 college credit recommendations.</p> <p>Second half of year placed in internships with with corporate partners. Two cohorts per year.</p> <p>Subcontractor:            Institute for the Study of Nonviolence (ISNV). Ten months of training, three phases of work</p>						

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

Work Components							
	<p>readiness, including self-actualization, essential life skills, Mentee/Mentor, conflict resolution, nonviolence training, and employment soft skills. Earn industry-recognized certifications. Ongoing evidence-based assessments and matching with a quality mentor.</p> <p>Both programs provide intensive case management support, and follow up after completion.</p>						

**\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.**

**Part F - Table 3: Estimated Participant Levels**

A.	Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	23,527
B.	Total number of planned State option exemptions from E&T Participation:	23,527
	List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY. 1. Statewide ABAWD Waiver 2. 3. 4. 5. 6. 7. 8. 9. 10.	23,527 _____ _____ _____ _____ _____ _____ _____ _____ _____
C.	Percent of all work registrants exempt from E&T <b>(B/A)</b>	100%
D.	Anticipated number of E&T mandatory participants <b>(A-B)</b>	0
E.	Anticipated number of voluntary E&T participants	1,049
F.	Anticipated number of ABAWDs in the State during the Federal FY.	15,897
G.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY.	15,897
H.	Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY	N/A
I.	Number of potential at-risk ABAWDs expected in the State during the Federal FY <b>(F-(G+H))</b>	0

**Part G - Table 4: Partnerships/Contracts**

For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum (Part H).

<b>Name of Partner/Contract</b>	<b>Cost</b>	<b>% of E&amp;T Operating Budget</b>
<i>Local Initiatives Support Corporation (LISC)(E&amp;T Contractor)</i>	\$321,534	21%
<i>Amos House</i>	\$184,670	12%
<i>Building Futures/The Providence Plan</i>	\$147,254	10%
<i>Connecting for Children and Families</i>	\$47,334	3%
<i>Crossroads Rhode Island</i>	\$125,110	8%
<i>Dorcas International Institute of RI</i>	\$198,474	13%
<i>East Bay Community Action Program</i>	\$28,960	2%
<i>Genesis Center</i>	\$113,522	7%
<i>Institute for the Study of Nonviolence</i>	\$86,232	6%
<i>OpenDoors</i>	\$85,382	6%
<i>Westbay Community Action Program</i>	\$19,342	1%
<i>Year Up</i>	\$174,676	11%

**Part H: Contractor Detail Addendum**

<b>Partner/Contract Name</b>	Local Initiatives Support Corporation (LISC) (E&T Contractor)		
<b>Monitoring and communication with contractor (s)</b>	<p>RI DHS will provide program oversight including establishing and overseeing the contract with LISC, and the FNS report. LISC will be required to collect monthly reports from service providers, aggregate the data and submit reports providing unduplicated participant outcomes to RI DHS monthly, quarterly and annually, and will submit monthly invoices for 100% and 50% expenditures with complete backup documentation as required by the State.</p> <p>RI DHS is responsible for initial SNAP eligibility determination and screening, referral to the program and ongoing monthly eligibility verification is accomplished through an exchange of participant information between LISC and the RI DHS E&amp;T social workers, prior to LISC disbursing reimbursement funds against service provider invoices.</p>		
<b>Role of Contractor</b>	LISC will have the intermediary duties of executing and managing contracts with service providers; managing the activities of service providers and overseeing all services, developing and implementing strategies for program expansion, adhering to federal and state rules and regulations of the E&T program for reporting and accounting purposes, and collaborating with DHS and all providers for program evaluation and improvement.		
<b>Timeline</b>	<b>Start</b>	October 1, 2016	<b>End</b> September 30, 2017
<b>Description of Activities/Services</b>	LISC will undertake a broad array of activities to develop program structure, strengthen the capacity of service providers to train and support SNAP recipients, and identify opportunities to leverage nonfederal funds to bring much needed workforce dollars into Rhode Island so that the state’s SNAP recipients have opportunities to gain the skills needed to find and retain good jobs. To ensure E&T is fully integrated into the state’s workforce development system and opportunities are not missed, efforts to develop and expand partnerships with state agencies, colleges, funders, employers, industry associations and service providers will be ongoing.		

<b>Partner/Contract Name</b>	Local Initiatives Support Corporation (LISC) (E&T Contractor)
	<p>LISC will subcontract with E&amp;T service providers through an RFA process, and execute and manage all aspects of contracting.</p> <p>Subcontractor program performance will be monitored through required monthly program reports containing participant-level reporting measures, quarterly narrative reports, and ongoing technical assistance and communication. LISC will aggregate data from the service provider reports and submit unduplicated data to RI DHS monthly, quarterly and annually. Data will be managed using the Access database currently being built.</p> <p>Fiscal and regulatory compliance will be monitored through financial reporting and annual compliance reviews. Service providers will receive technical assistance and resources to address any compliance issues that surface during these reviews.</p> <p>LISC will manage all disbursements against the E&amp;T subcontracts. Service providers will submit monthly billing accompanied by required backup documentation, as well as a list of the E&amp;T participants who received services reflected in the financial report. LISC will submit the lists of participants to a RI DHS E&amp;T social worker for eligibility verification. LISC will approve disbursements only for complete billing packages, for approved, budgeted expenses, with backup that ties out and for expenses associated with participants whose eligibility is verified by RI DHS. LISC will invoice RI DHS LISC for 50% and 100% expenditures on a monthly basis.</p> <p>LISC will offer several information/training sessions for current and potential E&amp;T service providers to explain program goals, structure, allowable activities, and requirements. Program updates, procedural changes and/or policy updates will be communicated to stakeholders through written materials; they may be posted on the E&amp;T website, or shared during periodic meetings. Service providers will continue to receive one-on-one technical assistance whenever it is needed.</p> <p>LISC will hone, and/or develop new, program procedures, templates, and tools, create and distribute communications and marketing materials to increase participation, and manage the E&amp;T website that is nearing completion and scheduled to launch on September 30, 2016.</p>

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

<b>Partner/Contract Name</b>	Local Initiatives Support Corporation (LISC) (E&T Contractor)
<b>Funding</b>	The state's FY17 100% allocation of \$321,534 will support operational costs through the intermediary contractor (LISC), as well as printing of all communications materials, and a 10% national service fee required by National LISC.
<b>Evaluation</b>	LISC will be monitored through monthly, quarterly and annual reporting measures, as described above, quarterly narrative reports, ongoing communication and collaboration related to program progress and improvements, monitoring of the 100% budget and invoicing, periodic meetings on special issues, and site visits conducted by the RI DHS Compliance Division.

<b>Partner/Subcontract Name</b>	Amos House (Service Provider)
<b>Monitoring and communication with contractor (s)</b>	LISC is responsible for monitoring and communicating with the service providers.  Methods of oversight and procedures that will be in place to monitor performance and communicate policy changes include ongoing one-on-one technical assistance, group meetings and training associated with E&T policies/procedures/compliance, periodic memos communicating policy and/or procedural changes, analysis of monthly and quarterly financial and program reporting, and annual compliance reviews (more frequent if deemed necessary).
<b>Role of Subcontractor</b>	Amos House will provide approved E&T services to enrolled SNAP recipients per Rhode Island E&T guidelines, adhere to federal and state rules and regulations of the E&T program for reporting and accounting purposes, as detailed in the contract with LISC, maintain communication with LISC, and report instances of non-compliance related to E&T work requirements.

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

<b>Partner/Subcontract Name</b>	Amos House (Service Provider)			
<b>Timeline</b>	<b>Start</b>	<b>October 1, 2016</b>	<b>End</b>	<b>September 30, 2017</b>
<b>Description of Activities/Services</b>	<p>Amos House will offer the following E&amp;T components and services: Adult Education (Literacy), Amos Culinary Education Program (ACE), Amos Carpentry Training Program (ACT) and Job Search.</p> <p>The Adult Education component includes classes in literacy, math, computer-based skills training and work readiness. Classes focusing on preparation for the National External Diploma Program (NEDP) will also be offered.</p> <p>The Amos Culinary Education Program (ACE) provides vocational training in food safety and sanitation, basic nutritional science, recipes and menu development, tools and equipment, knife skills, kitchen management and a variety of other culinary skills. The Amos Carpentry Training Program (ACT) provides an introduction to the trade, construction math, communications and employability skills, safety, handling power tools, and basic blueprint reading. Both the Culinary and Carpentry programs offer subsequent training in work readiness, life skills and financial literacy supplemented by ongoing case management.</p> <p>The Job Search component will provide services, which include resume development, interview skills training and assistance with basic computer skills. Through this component participants will work with an employment coach in order to complete an employment plan, create job and career goals, and devise an action plan for their job search.</p>			
<b>Funding</b>	50% Reimbursement Funds Subcontractor will provide the State Agency's share of E&T expenditures.			
<b>Evaluation</b>	LISC will monitor and evaluate the success of the E&T program at Amos House through annual compliance visits, monthly reporting procedures and ongoing communication and technical assistance. LISC will also analyze the monthly outcomes submitted by the contractor to ensure target goals are being met.			



State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

<b>Partner/Contract Name</b>	Dorcas International Institute of Rhode Island (DIIRI)			
<b>Monitoring and communication with contractor (s)</b>	Methods of oversight and procedures that will be in place to monitor performance and communicate policy changes include ongoing one-on-one technical assistance, group meetings and training associated LISC will monitor and evaluate the success of the E&T program at Amos House through annual compliance visits, monthly reporting procedures and ongoing communication and technical assistance. LISC will also analyze the monthly outcomes submitted by the contractor to ensure target goals are being met.			
<b>Role of Contractor</b>	DIIR will provide approved E&T services to enrolled SNAP recipients per Rhode Island E&T guidelines, adhere to federal and state rules and regulations of the E&T program for reporting and accounting purposes, as detailed in the contract with LISC, maintain communication with LISC, and report instances of non-compliance related to E&T work requirements.			
<b>Timeline</b>	<b>Start</b>	<b>October 1, 2016</b>	<b>End</b>	<b>September 30, 2017</b>
<b>Description of Activities/Services</b>	Dorcas International Institute of Rhode Island (DIIR) serves many of the refugees and immigrants that have come to the Providence area, providing a range of services including helping individuals and their families build the skills needed to find family supporting employment. DIIR provides a comprehensive range of training and education programs that are supplemented with services designed to fully support participants in meeting their goals. Case management, employment counseling and job readiness services help participants map a career pathway, build their interviewing skills, develop a professional and conduct an effect job search. Adult Education is offered as a series of classes to help meet their students' goals starting with ESL and Literacy and advancing to GED preparation. E&T participants will be placed in a component according to their assessed skill level.			
<b>Funding</b>	50% Reimbursement Funds. Subcontractor will provide the State Agency's share of E&T expenditures			
<b>Evaluation</b>	LISC will monitor and evaluate the success of the E&T program at Amos House through annual compliance visits, monthly reporting			

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

<b>Partner/Contract Name</b>	Dorcas International Institute of Rhode Island (DIIRI)
	procedures and ongoing communication and technical assistance. LISC will also analyze the monthly outcomes submitted by the contractor to ensure target goals are being met.

<b>Partner/Contract Name</b>	Year Up		
<b>Monitoring and communication with contractor (s)</b>	Methods of oversight and procedures that will be in place to monitor performance and communicate policy changes include ongoing one-on-one technical assistance, group meetings and training associated LISC will monitor and evaluate the success of the E&T program at Amos House through annual compliance visits, monthly reporting procedures and ongoing communication and technical assistance. LISC will also analyze the monthly outcomes submitted by the contractor to ensure target goals are being met.		
<b>Role of Contractor</b>	Year Up will provide approved E&T services to enrolled SNAP recipients per Rhode Island E&T guidelines, adhere to federal and state rules and regulations of the E&T program for reporting and accounting purposes, as detailed in the contract with LISC, maintain communication with LISC, and report instances of non-compliance related to E&T work requirements.		
<b>Timeline</b>	<b>Start</b>	<b>October 1, 2016</b>	<b>End</b> <b>September 30, 2017</b>
<b>Description of Activities/Services</b>	<p>Year Up Providence is a one-year high support program for 18-24 year old young adults that are designed to create higher education and career pathways for participants. The first half of Year Up's program is the Learning and Development phase, during which students receive classroom instruction and develop marketable skills in a high-growth career field such as information technology and business operations. In addition to hard skills, students gain experience in business writing, critical thinking, time management, workplace norms, and many other key work and life skills.</p> <p>In the second half of the program, students apply their skills and gain valuable professional experience by interning with one of over 25 corporate partners in the Providence region, returning to Year Up once per week for continuing professional development workshops. Within four months of program completion, 85% of Year Up's graduates are employed and/or enrolled in college, full-time, earning</p>		

State Employment and Training (E&T) Plan  
[Rhode Island Department of Human Services]  
[FY 2017]

<b>Partner/Contract Name</b>	Year Up
	an average wage of \$16/hour (~\$32,000/year) or more.
<b>Funding</b>	50% Reimbursement Funds. Subcontractor will provide the State Agency's share of E&T expenditures.
<b>Evaluation</b>	LISC will monitor and evaluate the success of Year Up's E&T program through annual compliance visits, monthly reporting procedures and ongoing communication and technical assistance. LISC will also analyze the monthly outcomes submitted by the contractor to ensure target goals are being met.

**Part I - Table 5: Operating Budget**

	State cost	Federal cost	Total
<b>I. Direct Costs:</b>			
a) Salary/Wages		169,972	169,972
b) Fringe Benefits* Approved Fringe Benefit Rate Used average of 33%		56,144	56,144
c) Contractual Costs	732,771	762,948	1,495,719
d) Non-capital Equipment and Supplies (postage, messenger, meetings)		2,504	2,504
e) Materials		11,500	11,500
f) Travel		750	750
g) Building/Space		24,000	24,000
h) Equipment & Other Capital Expenditures		0	0
<b>Total Direct Costs</b>	<b>732,771</b>	<b>1,027,818</b>	<b>1,760,589</b>
<b>II. Indirect Costs:</b>			
Indirect Costs*Approved Indirect Cost Rate Used: <u>10</u> %		26,487	
<b>Total Indirect Costs</b>		<b>26,487</b>	<b>26,487</b>
<b>III. In-kind Contribution</b>			
State in-kind contribution	0		0

State Employment and Training (E&T) Plan  
[Rhode Island Department of Human Services]  
[FY 2017]

<b>IV. Participant Reimbursement (State plus Federal):</b>			
a) Dependent Care	8,648	8,648	17,296
b) Transportation & Other Costs	56,286	56,286	112,572
c) State Agency Cost for Dependent Care Services	0		0
<b>V. Total Costs</b>	<b>797,705</b>	<b>1,119,239</b>	<b>1,916,944</b>

**\*Attach an approval letter from the cognizant agency identifying the indirect cost rate being used.**

**Part J - Table 6: Budget Narrative and Justification Table**

<b>Item</b>	<b>Narrative</b>
<b>I. Direct Costs:</b>	RI DHS plans to utilize the state's entire FY17 100% Employment and Training Grant Fund the E&T Contractor's operational costs.
a) Salary/Wages	<p>\$169,972 supports 2.62 FTEs based on staff directly responsible for program management and those providing strategic operating and oversight support.</p> <p>E&amp;T Program Director  \$71,710 x .92 = \$65,973  Compliance Officer  \$46,273 x .50 = \$23,137  Compliance Officer  \$47,380 x .95 = \$45,011  Executive Director  \$156,610 x .15 = \$23,492  Deputy Director  \$123,600 x .10 = \$12,360</p>
b) Fringe Benefits* Approved Fringe Benefit Rate Used 33%	Fringe benefits are calculated based on a rate of average 33% for staff directly responsible for program management and those providing strategic operating and oversight support.
c) Contractual Costs	\$30,177 covers the cost of one or more consultant to provide design and other program services.

State Employment and Training (E&T) Plan  
[Rhode Island Department of Human Services]  
[FY 2017]

	<p>The balance covers 50% reimbursements to approved E&amp;T service providers. Service providers are responsible for the state’s portion of program and participant reimbursements costs. LISC retains 5% of all 50% reimbursements as an administrative fee to help cover the costs of program management.</p> <p><b><u>NOTE:</u> The state agency is requesting an <u>additional \$192,215 in 50% funds above the target amount allocation to cover initial grants to E&amp;T subcontractors totaling \$797,705.</u></b></p> <p>Justification for a larger allocation follows:</p> <ol style="list-style-type: none"> <li>1. Four new groups will receive FY17 contracts. Rhode Island’s FY 17 allocation is based on eight groups, not twelve.</li> <li>2. At the time FNS determined Rhode Island’s FY17 allocation, three subcontractors with large contracts were not current on their billing, reflecting a slower spending rate than actual.</li> <li>3. With more robust outreach to SNAP recipients, and providers getting better at estimating participation, it is reasonable to plan for higher spending rates in FY17 than in past years.</li> </ol>
d) Non-capital Equipment and Supplies	Covers the purchase of a computer for the E&T Program Director, office supplies, postage, and meeting/training supplies.
e) Materials	100% is budgeted for printing E&T marketing, outreach and resource materials.
f) Travel	To cover staff travel throughout the state for the purpose of promoting the program, attending meetings and events directly related to E&T, providing technical assistance to subcontractors and conducting compliance reviews. Five staff – approx. twice a week.
g) Building/Space	Covers the % of space costs utilized by E&T staff. Calculated from the E&T FTEs/ total LISC staff FTEs.
h) Equipment & Other Capital Expenditures	N/A

State Employment and Training (E&T) Plan  
 [Rhode Island Department of Human Services]  
 [FY 2017]

<b>II. Indirect Costs:</b>	A 10% Service Fee required by National LISC for accounting and finance, legal, IT, HR, and Government Contracts functions.
<b>III. State In-kind Contribution</b>	N/A
<b>IV. Participant Reimbursements</b>	
a) Dependent Care	Funds will reimburse three service providers offering dependent care to participants who cannot access these services through the state.
b) Transportation & Other Costs	Funds are primarily reimbursing transportation costs, but E&T service providers are expanding their use of these reimbursements to include test fees and certifications, clothing and uniforms, hygiene services and emergency housing.
c) State Agency Cost for Dependent Care Services	N/A

State Employment and Training (E&T) Plan  
[Rhode Island Department of Human Services]  
[FY 2017]

**Part K - Table 7: Summary of Federal Fiscal Year Costs**

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
1. 100 Percent Federal E&T Grant:	307,386	321,534
2. Share of \$20 Million ABAWD Grant ( <u>if applicable</u> )	0	0
3. Additional E&T Administrative Expenditures	1,588,740	1,465,542
a. 50% Federal	794,370	732,771
b. 50% State	794,370	732,771
4. Participant Expenses:		
a. Transportation/Other	237,660	112,572
50% Federal	118,830	56,286
50% State	118,830	56,286
b. Dependent Care	32,138	17,296
50% Federal	16,069	8,648
50% State	16,069	8,648
5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b)	2,165,924	1,916,944
6. 100% State Agency Cost for Dependent Care Services	0	0
7. Total Planned Federal FY Costs (Must agree with Part H—Operating Budget		1,916,944

**\*Include immediately preceding Federal FY's final approved budget figures for each spending category**