

RHODE ISLAND

FY21 RI 5 ET Plan

Federal Fiscal Year 2021

8/14/2020

Table of Contents

Section A: Cover Page and Authorized Signatures	2
Section B: Assurance Statements	3
Acronyms	4
Section C: State E&T Program, Operations and Policy Overview.....	5
Section D: Pledge to Serve All At-Risk ABAWDs	23
Section E: E&T Component Detail	23
Section F: Estimated Participant Levels.....	30
Section G: Summary of Partnerships and/or Contracts	31
Section H: Contractor Detail Addendum	33
Section I: Operating Budget and Budget Narrative	36
Section J: Budget Narrative and Justification	38

[Rhode Island Department of Human Services]

[FFY 2021]

[Updated August 14, 2020]

Section A: Cover Page and Authorized Signatures

State: Rhode Island

State Agency: Rhode Island Department of Human Services

Federal FY: 2021

Date: August 15, 2021

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.

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Certified By:

Director
RI Department of Human Services

Date

Certified By:

Fiscal Reviewer
RI Department of Human Services

Date

Assurance Statements <i>Check box at right to indicate you have read and understand each statement.</i>	
I. 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"/>
II. 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"/>
III. State education costs will not be supplanted with Federal E&T funds.	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	<input checked="" type="checkbox"/>
V. 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"/>
VI. 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"/>
VII. Contracts are procured through appropriate procedures governed by State procurement regulations.	<input checked="" type="checkbox"/>
VIII. 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"/>
IX. 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"/>
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input checked="" type="checkbox"/>
XI. 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.

[Rhode Island Department of Human Services]

[FFY 2021]

[Updated August 14, 2020]

Acronyms

Below is a list of common acronyms utilized within this plan:

ABAWD	Able-Bodied Adult without Dependents
DHS	Rhode Island Department of Human Services
DLT	Rhode Island Department of Labor and Training
E&T	Employment and Training
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
GWB	RI Governors Workforce Board
LISC	Local Initiatives Support Corporation
RIDE	Rhode Island Department of Education
SNAP	Supplemental Nutrition Assistance Program
UHIP	Unified Health Infrastructure Project
USDA	United States Department of Agriculture

Section C: State E&T Program, Operations and Policy Overview	
I. Summary of the SNAP E&T Program <ul style="list-style-type: none">• Mission• Scope of services• Administrative structure of program	<p><u>State Agency Mission</u></p> <p>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">• Families are strong, productive, healthy, and independent• Adults are healthy and reach their maximum potential• Children are safe, healthy, ready to learn and reach their full potential• Elders and individuals with disabilities receive a full continuum of services to enhance their quality of life• Veterans are cared for and honored <p>RI DHS continues to be committed to strengthening policies and programs that provide individuals and families with the tools and supports they need to achieve financial stability. DHS leadership understands that maintaining a job can be exceedingly challenging when food is scarce, there is no childcare or transportation, and health care is inadequate. Providing individuals and families with services and supports is a critical first step. The diverse education and training opportunities and the strong supports available to SNAP recipients through E&T allows participants to make substantive progress toward meaningful employment and financial stability.</p> <p><u>Program Scope</u></p> <p>RI DHS operates a voluntary E&T program using a third-party reimbursement model. <u>218-RICR-20-00-1.11</u> of the <i>Rhode Island Code of Rules, SNAP Rules and Regulations</i> outlines the state’s SNAP E&T program. Federal reimbursement for E&T services are sought only for costs equal to the normal costs of services provided to persons not participating in E&T.</p> <p>Rhode Island’s E&T program is delivered through a Community-Based Organization (CBO) provider network that is directly informed by the statewide workforce development system. E&T vocational/credentialing training</p>

Section C: State E&T Program, Operations and Policy Overview

	<p>are developed and delivered under the State’s workforce and economic development standards.</p> <p>DHS completed its RFP process and has chosen to continue to work with LISC (Local Initiatives Support Corporation) as it’s intermediary. LISC has developed strong partnerships with the current providers. It has the capacity to develop and grow the E&T program and be responsive to DHS requests and needs.</p> <p>In FFY21, RI DHS and LISC, will initially contract with 14 Community Based Organizations (CBOs.) Focused efforts will continue to bring two post-secondary institution, Rhode Island College and Community College of RI into the Provider Network. These providers will offer a range of Non-Education/Non-Work, Work (Pre-apprenticeship) and Education components. Discussions had started during FY20 to partner with the GWB’s premier training program, Real Jobs RI. They will be a focus for SNAP E&T to onboard.</p> <p>The following are some of the components that will be offered, sequentially or simultaneously, depending upon the needs of the individual participants:</p> <ul style="list-style-type: none">• Vocational/Career Technical Skills• Basic Education (includes ESOL)• Work Readiness• Job Search• Job Search Training• Job Retention• Pre-apprenticeship <p>All Rhode Island E&T participants will receive case management and employment counseling from DHS and providers. Providers are encouraged to offer participants as many services and supports as possible. We expect they will offer as many components as they are able with an appropriate amount 50% funds for participant reimbursement to support those components.</p> <p>The focus of FFY21 will be to:</p> <ul style="list-style-type: none">• Onboard RI College and continue conversation with Community College of RI.• Develop a hybrid service delivery which combines distance learning with employer-based training.
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Section C: State E&T Program, Operations and Policy Overview

- Increase provider network to extend services programs throughout the state.
- Develop a structure for co-enrollment to diversify the range of services and credentials available to participants
- Work with RI GWB and DLT to provide opportunities to build and/or strengthen employer/provider partnerships. Potential to engage Real Jobs RI, a premier employment program in the State, as a SNAP E&T provider.
- Engage ABAWDS through DHS case management efforts, and technical assistance from S2S, to participate in services for employment.
- Explore virtual learning settings with providers and determine necessary supports (i.e. technology needs, capacity building through distance learning) Virtual learning settings have been implemented by all providers offering programs that can be delivered using this method as of 3/2020. The use of virtual learning will be explored as a means to build capacity for SNAP E&T participants as it allows for the removal of specific barriers. This review will be ongoing throughout the plan year, with specific review during monthly provider meetings
- Conduct two provider trainings focused on culturally sensitive service provision and case management

LISC will schedule twelve (12) provider meetings for the purposes of knowledge sharing, provider partnership development and E&T program updates. Representatives from DHS will facilitate the meetings.

LISC and DHS will have weekly phone-based meetings to discuss E&T program status and initiatives.

The State's workforce system strongly supports career pathways. LISC, along with DHS, will provide training and build partnerships that will help the E&T providers structure their programs to support the career pathways model.

The value of credentials offered through typical short-term vocational training is greatest when credentials are earned in multiples and stacked, advancing an individual in their career

Section C: State E&T Program, Operations and Policy Overview

	<p>pathway. Emphasis will be placed on the value of giving participants opportunities to stack credentials, whether earned with the same provider, or through co-enrollment.</p> <p>DHS and LISC will continue to provide ongoing, technical assistance to E&T service providers to ensure they are operating high quality, innovative and compliant programs.</p> <p>DHS and the LISC will conduct financial and programmatic compliance reviews annually, unless more frequent reviews are warranted. LISC will provide technical assistance and resources to service providers when issues or deficiencies are identified during reviews to ensure all providers are operating within federal guidelines. If noncompliance issues persist with a provider, DHS and LISC may decide to terminate the provider's contract.</p> <p>Service providers collect and track participant-level outcome data and report it monthly to LISC, currently in Excel. LISC will aggregate the data and report unduplicated counts to DHS monthly, quarterly and annually. Data for the national reporting measures is provided to DHS via a data sharing agreement between DHS and DLT and DHS aggregates that data for outcome reporting.</p> <p><u>Case Management</u></p> <p>DHS, in collaboration with LISC, will focus more on the delivery of case management services for the ABAWD population. RI's participation in SNAP2SKILLS second round of technical assistance will focus on engagement practices utilizing the E&T Social Caseworker. DHS will provide case management to include tracking attendance and follow through with programs through phone contact for all participants at providers' request.</p> <p>In RI, each E&T provider is required to offer case management services to include intake assessment, progress monitoring, assistance with multiple service connection, through face to face meetings. Each agency has capacity to provide the supports for every individual enrolled in their program, but level of case management may vary from program to program. Most case management is now being done remotely, but as the State reopens, those services will evolve. Case management continues to be offered virtually.</p>
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Section C: State E&T Program, Operations and Policy Overview

DHS estimates that 7 of our 14 providers have done in person case management in small groups since re-opening their programs. DHS, LISC and the Provider network will maintain frequent communication on the service provision. An Eligibility Technician (ET) has been hired to the E&T program to assist with eligibility determination for providers and tracking participation. The ET will communicate daily with Senior Case Work Supervisor to inform about any issues with participants. A DHS Social Worker has been added to the E&T program as well. She will contact participants, make direct referrals to trainings, follow up on issues and meet in person if necessary and when allowable due to COVID-19. Case management services are offered within the structure of the program provider, however, in the event that an on-boarded provider cannot or does not offer case management service, co-enrollment will be explored with existing providers who do offer case management services.

Administrative structure of program

DHS has an Assistant Administrator, Senior Casework supervisor, Eligibility Technician and Social Caseworker to offer service coordination and support top Participants and the E&T program.

DHS has contracted with Local Initiatives Support Corporation (LISC) through FFY2021 at which time service delivery and expectations will be reviewed. LISC is a financial intermediary and the country's largest investor in community development.

DHS and LISC set policy; monitor fiscal compliance; communicate and report to FNS; ensure compliance; determine participant eligibility; solicit for vendors; and provide oversight and direction to LISC and providers.

DHS is responsible for verifying participant eligibility. DHS E&T Eligibility Technician and Social Caseworker verify individuals' eligibility for E&T through DHS is responsible for all matters involving UHIP. Once enrolled, service providers work with the LISC and DHS to verify the eligibility of their participants at the beginning of each month. The verification system will be monitored, and

Section C: State E&T Program, Operations and Policy Overview	
	<p>improvements made over the FFY. DHS and LISC continue to work with State IT, the UHIP vendor, providers, and internal staff to improve these processes.</p> <p>LISC will work hand-in-hand with DHS to contract providers and deliver training and technical assistance on all matters related to the fiscal management of the program. RIDHS will be in the lead role; LISC assisting with identifying, vetting, onboarding and keeping providers informed of state and federal level program development and issues that influence E&T.</p> <p>LISC will monitor provider compliance under the direction of DHS. All marketing and communication materials will be developed with DHS review and approval. LISC will develop and manage risnapet.org (DHS will review and approve all content).</p> <p>LISC monitors service provider program performance through monthly outcomes and financial reports, quarterly narrative reports, annual compliance reviews and ongoing technical assistance and communication. DHS and LISC will conduct monthly site visits to providers through teleconference or on-site when possible and safe to do so. All providers have the technology available within their respective agencies to participate in our monthly provider meetings and virtual site visits.</p> <p>LISC has connected to Cloud for Good (Salesforce consulting firm) to improve data tracking and reporting. This was implemented earlier in the FFY2020. As a part of the billing due diligence, LISC cross-references the eligibility lists from DHS with the outcome's reports (participant rosters) submitted by service providers to verify the accuracy of the % SNAP used to calculate costs.</p>
II. Program Changes <ul style="list-style-type: none">• New initiatives• Significant changes in State policy or funding	<u>New Initiatives</u> <ul style="list-style-type: none">• DHS has begun discussion with the GWB to onboard their Real Jobs RI program as an E&T provider. The program delivers employer driven training opportunities based on specific needs of the RI labor

Section C: State E&T Program, Operations and Policy Overview

	<p>market and businesses. The program has performed exceedingly well and is predominantly State funded. The plan is to identify one training that is being offered through RJRI. They will manage the program through a provider and submit reimbursements for SNAP participants as a SNAP E&T provider to disburse to the program. The training chosen will be one that is not conducted by a SNAP E&T provider or is currently not being offered in the SNAP E&T program (i.e., packaging assembly, warehouse, manufacturing etc.)</p> <ul style="list-style-type: none">• RI has been chosen to participate in the next round of technical assistance through SNAP to Skills. Preliminary plans for focus will be on developing outreach and engagement practices for ABAWDS. As the waiver for ABAWDS has been extended during the pandemic to all cities and towns, with it likely to continue through FFY 2021, DHS feels strongly that good engagement practices need to be implemented at this time. E&T will develop measured practices to engage ABAWDS through its program partners and DHS Social Caseworker.• A second focus will be on developing a hybrid service delivery. This initiative will combine distance learning with internship/practical skill opportunities in a participant's community. We will focus on the East Bay area in RI where there is no SNAP E&T provider at this time. One E&T provider based in southern RI has been identified to do the employer outreach and engagement and is able to extend service out to East Bay. While not for everyone, distance learning can be a refreshing approach to training. During the pandemic there has been evidence that a distance learning model eliminates transportation barriers and allows for managing child care issues for participants. Utilizing this method of training and then conducting the practical skills training with an employer in an individual's community results in an ease of access to services and employment. Many virtual platforms are being used for classroom instruction, work readiness, job search, supervised job search including Webex, Zoom, and others. On-site work will be approved by DHS, LISC and the provider to confirm that all State
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Section C: State E&T Program, Operations and Policy Overview	
	<p>and Federal guidelines for safety are being met. Providers will ask direct questions during virtual classroom and case management session regarding participant’s comfort level.</p> <ul style="list-style-type: none">• Job retention services will continue to be offered. Providers are screened for this level of service provision. These services can be for up to 90 days and provide support to participants who are newly employed. These services can include discussions pertaining to co-worker and supervisory interactions, critical thinking and decision-making process for the workplace and crisis management (i.e. childcare issues within the first 90 days) etc.• LISC developed an on-line Civil Rights Test that provides a certificate once an individual is verified and has completed the test. This will save staff time administering the test directly to provider staff as we had been doing in the past. This training is required by USDA for all E&T provider staff who have contact with, or supervise, clients.• In FFY2019, DHS improved their response time to providers for eligibility checks by adding an Eligibility Technician to the program. Providers send reverse referral forms directly to the ET and she responds within 3 days with verification. This effort coupled with monthly data sheets from LISC for eligibility have resulted in a more cohesive system for eligibility checks.• DHS and LISC will offer two trainings during this upcoming year that will focus on Cultural Competency and Case Management
III. Workforce Development System <ul style="list-style-type: none">• General description	<u>General Description</u> <p>The Rhode Island State workforce plan contains strategies, which aim to ensure Rhode Island employers have the talent they need to continue to expand their operations while</p>

Section C: State E&T Program, Operations and Policy Overview	
<ul style="list-style-type: none">• In-demand and emerging industries and occupations• Connection to SNAP E&T, components offered through such system, career pathways, and credentials available	<p>ensuring Rhode Islanders are equipped to take advantage of available employment opportunities.</p> <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’s focus is on programs and initiatives that meet the needs of the state’s employers by reducing the time and costs associated with training, hiring and/or transitioning employees, as well as programs that prepare Rhode Islanders to compete in the job market.</p> <p>The Governor’s Workforce Board was established by Executive Order 05-18 in 2005 to institute statewide policies, goals and guidelines for the coordination of all employment and training programs and employment-associated educational programs. With strong support from the Governor, GWB develops, implements and supports strategies that increase and improve the skill base of the workforce to meet the current and future demands of Rhode Island’s businesses. GWB also convenes public and private stakeholders to develop policies that increase economic development opportunities. The GWB is the advisory body to the Governor regarding the State’s federal and state workforce development programs including those under the Workforce Innovation and Opportunity Act.</p> <p>DHS has participated as a non-core partner in GWB workforce partner meetings. DHS/SNAP presence will continue during the upcoming FFY.</p> <p>DHS and LISC will focus to onboard the Real Jobs RI program as a vendor. Discussion has begun to develop that relationship. As stated earlier, the program is a premier employment and training opportunity too high demand, higher paying employment through employer identified needs. RJRI plays an important part in the employment landscape in RI. They are an employer focused response to their direct assessed need for employees. Most of our E&T providers are not part of these demand driven programs. By engaging with RJRI, DHS intends to make inroads that allow</p>

Section C: State E&T Program, Operations and Policy Overview

SNAP E&T participants to access trainings through the program set up by RJRI. Due to COVID-19, much of the State’s funding has been impacted by lower tax revenues and increased costs. Real Jobs has been included in the State budget approved in June so it is less likely to experience a decrease in funding.

The state’s One-Stop System, netWORKri, is a partnership of professional, labor, training, and education organizations. 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&T the opportunity to access a broad range of interagency resources under the netWORKri umbrella. The opportunity to engage more meaningfully with the One-Stop offices through DLT and DHS partnership will be explored.

Rhode Island’s statewide *virtual* One-Stop and case management system, 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. EmployRI utilizes Geographic Solutions software. This website and system has become a significant aspect of job search service provision in the pandemic. DHS and LISC will explore training for SNAP E&T providers to become familiar with utilization of this site as a valuable tool in educating our customers through that process.

In-demand and emerging industries and occupations

Providers have been encouraged to look at the economic development of new jobs as a result of the COVID-19 outbreak. Of the industry sectors identified as driving the state’s economic growth, Rhode Island’s E&T service providers will offer programming during FY21 that interfaces with healthcare and social assistance, financial services, construction, manufacturing and customer service.

Trainings for industries that have been significantly impacted

Section C: State E&T Program, Operations and Policy Overview	
	<p>by COVID-19 such as hospitality, tourism, food are being reviewed by DHS, LISC and the provider, to determine how they will be delivered in a meaningful way that can lead to employment. Some programs will not be offered as the industry struggles with re-opening.</p> <p><u>Connection to SNAP E&T, components offered through such system, career pathways, and credentials available:</u></p> <p>The E&T program will maximize existing publicly funded education, training, and employment services available within the wider workforce development system. Many of the SNAP E&T CBOs are working successfully with the GWB, DLT and RIDE to integrate the State’s primary workforce development grant programs with E&T.</p> <p>Rhode Island’s E&T subcontractors are a network of CBO education and training providers delivering workforce development services to the state’s unemployed and underemployed adult population. Rhode Island’s E&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. The provider network will be expanded to provide more opportunity for component services statewide.</p>
<p>IV. Other Employment Programs</p> <ul style="list-style-type: none">• TANF, General Assistance, etc.• Coordination efforts, if applicable	<p><u>TANF, General Assistance, etc.</u></p> <p>The state’s job training program for TANF recipients is RIWorks. SNAP recipients are guided to this program when appropriate; otherwise they are referred to SNAP E&T if not on this program. An area identified from the strategic planning meetings held in 2019 was related to improving the transition of participants from TANF to E&T through improved communication and monitoring. The Eligibility Technician working with the E&T program will be utilized to monitor eligibility and status in TANF allowing for services to be flexible and responsive to the participant’s change of status.</p> <p><u>Coordination efforts</u></p> <p>The State and LISC will develop training pathways for individuals receiving TANF to transition to E&T once their benefits under TANF expire. Often, service providers receive</p>

Section C: State E&T Program, Operations and Policy Overview	
	<p>both TANF and E&T funds, and serve individuals in both programs. This creates the opportunity for a seamless transition of services for individuals getting services at an organization operating both programs. When an individual comes off of TANF, they can immediately be enrolled in E&T and continue receiving the same or enhanced services, or move to a higher level on their career pathway. The transition from RIWorks to E&T can be nearly seamless even if an individual needs to change the location of the services, from one organization to another. Through coordination among TANF and E&T service providers, individuals can receive robust non-duplicative services. The ET position with SNAP E&T will be working on these activities so cost will be allocated to accordingly</p>
<p>V. Consultation with Tribal Organizations</p> <ul style="list-style-type: none"> • Description of consultation efforts • Services available through E&T 	<p><u>Description of consultation efforts</u></p> <p>Through contact with the Rhode Island Indian Council, DHS and LISC will continue its outreach efforts with the Narragansett Indian Tribe living on the Narragansett Reservation located in Washington County. Established in Providence in 1975, the Council serves all Native Americans seeking employment and/or training who are enrolled in a federal or state recognized tribe and residing in CT, DE, NJ, NY and RI.</p> <p>Narragansett administrative staff responsible for vocational training programs have been identified. These staffs will be responsible for referring appropriate individuals to DHS for eligibility verification and to E&T service providers for services.</p> <p><u>Services available through E&T</u></p> <p>All service E&T services are available and provided based on an individual’s interest and skill levels</p>
<p>VI. State Options</p> <ul style="list-style-type: none"> • Select options the State is applying 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Serving applicants <input checked="" type="checkbox"/> Serving zero-benefit households <input type="checkbox"/> Serving mandatory participants only <input type="checkbox"/> Serving mandatory and voluntary participants <input checked="" type="checkbox"/> Voluntary participants only

Section C: State E&T Program, Operations and Policy Overview	
VII. Screening Process <ul style="list-style-type: none">• Process for identifying whether work registrant should be referred to E&T	<p>DHS is responsible for verifying participant eligibility. Eligibility technicians and screening social workers process the initial SNAP applications and determine work registration status. DHS SNAP Eligibility and Social Worker staff are responsible for intake, application, and recertification of SNAP applicant recipients.</p> <p>DHS currently has hired an Eligibility Technician and moved a Social Worker over to the program. DHS field staff currently conduct screening and refer individuals to E&T program staff for next steps. Screening is accomplished in-person or by phone. At this time there is no plan to return to in-person interview and our lobbies remained closed to the public. Referrals are sent via email to the Social Case Worker.</p> <p>The Social Worker contacts the customer to discuss interests and plans for referral. LISC is notified of individuals verified as eligible for E&T and tracks all referrals. The E&T Social Worker follows up as needed with the program and the customer to ensure successful connection to the desired program. Outreach is done to confirm the participant is engaged in the program from a direct referral. Outreach will also occur through discussion with a provider if the provider is concerned about a participant's attendance and follow through.</p> <p>Individuals are referred to an E&T social worker through one of the following circumstances:</p> <ol style="list-style-type: none">1. E&T subcontractors refer individuals to the program through reverse referral. Most of the program's referrals are the result of reverse referrals.2. 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&T social worker for screening.3. Individuals voluntarily seek a referral to the program having heard about E&T opportunities, or seen the outreach materials.4. DHS will refer ABAWDs to appropriate providers or via the reverse referral process described in number 1 above.

Section C: State E&T Program, Operations and Policy Overview	
<p>VII. Conciliation Process (if applicable)</p> <ul style="list-style-type: none"> • Procedures for conciliation • Length 	N/A
<p>IX. Disqualification Policy</p> <ul style="list-style-type: none"> • Length of disqualification period • Sanction applies to individual or entire household 	<p>Rhode Island operates a voluntary E&T program; therefore, work registrants are not disqualified if they do not enroll in E&T. Work registrants are only disqualified if when they fail to comply with work registration requirements. Currently, participation or lack thereof is tracked via the monthly eligibility lists. DHS will explore a more robust method for tracking continued participation such as leveraging the TANF system used to track employment plan participation (EARR system).</p> <p>The length of disqualification is as follows:</p> <p>First Occurrence: 1 month Second Occurrence: 3 months Third or Subsequent Occurrence: 6 months</p> <p>Sanction applies to: The individual</p>
<p>X. Participant Reimbursements</p> <ul style="list-style-type: none"> • List all participant reimbursements (or link to State policy/handbook) • Reimbursement cap • Payment method (in advance or as reimbursement) 	<p>Participant reimbursements such as transportation and dependent care vouchers are provided to E&T enrollees on an as-needed basis. Those such as books, tools, test and certification fees that are required for participation in a component are provided to all E&T enrollees. RI E&T subcontractors are strongly advised to retain a portion of their 50% reimbursements specifically to expand and enhance these supports. Providers estimate number of participants based on prior use and anticipated participation for the upcoming year to determine 50% reimbursement budgets.</p> <p>The following participant reimbursements are approved for E&T participants:</p> <ul style="list-style-type: none"> • Transportation vouchers (i.e. gas cards, bus passes, mileage, capped at \$100 per mo.)

Section C: State E&T Program, Operations and Policy Overview	
	<ul style="list-style-type: none"> • Dependent care costs (if not available through the state, capped at \$275 per week) • Hygiene services (e.g. haircuts) • Dental care (e.g. cleanings) • Test, certification, licensing, and registration fees • Interview clothing, uniforms • Books, tools, other training materials • State ID required for employment <p>Participants receive these supports and service providers invoice for reimbursement for the costs. Service providers are required to track the type and value of supports each individual receives on the RI Participant Reimbursement Form--one form per participant. These forms are maintained as supporting backup for the 50% reimbursement and are reviewed against billing by LISC during annual compliance reviews.</p> <p>Rhode Island does not limit the number of participant reimbursements an individual can receive as long as they directly support a participant’s ability to successfully complete an education and/or training component. Hygiene and Dental care reimbursements, although uncommon, are to help a participant prepare for and successfully interview for employment.</p> <p>The State has approved allowable reimbursements and caps on transportation and dependent care (see above). Approved participant reimbursements are kept separate from administrative costs in service providers’ contract budgets.</p> <p>Appendix B: Allowable E&T Participant Reimbursements from the SNAP E&T Toolkit is included as an addendum to the contracts.</p>
<p>XI. Work Registrant Data</p> <ul style="list-style-type: none"> • Methodology used to count work registrants 	<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. LISC provides monthly outcome reports that include data on all participant activity. Information for the 583 report is compiled by the</p>

Section C: State E&T Program, Operations and Policy Overview	
	<p>Asst. Administrator. The DHS computer system generates a report which provides the number of work registrants and ABAWD exemptions during the quarter. The Asst. Administrator builds an Excel spreadsheet each quarter using the monthly outcome reports and filters the data as needed to enter the 583 report numbers. RI DHS registers for work each household member who is not exempt as defined in the provisions in 218-RICR-20-00-1.11.1 (<i>Exemptions from Work Registration</i>) of the <i>Rhode Island Code of Rules</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.</p>
<p>XII. Outcome Reporting Data Source and Methodology</p> <ul style="list-style-type: none">• Data sources• Methodology	<p>LISC manages the collection, tracking and reporting of participant level outcome data.</p> <p>E&T service providers collect participant demographic and outcome data using a variety of data bases and transfer this data to Rhode Island’s Excel-based E&T Outcomes Report for submission to LISC each month.</p>

Section C: State E&T Program, Operations and Policy Overview

The RI Department of Labor and Training (RI DLT) provides national reporting measure data through a data sharing agreement with DHS. DLT accesses the required employment and wage data from Rhode Island’s statewide virtual One-Stop internet-based case management system, EmployRI.org.

Using a standardized Excel reporting form, E&T service providers submit the following reporting measures to LISC monthly:

Personal Identifying Information

- Participant name
- DOB
- Social Security Number
- Individual ID

Demographic Data

- Gender
- Age at time of enrollment in E&T (16-17, 18-35, 36-49, 50-59, 60 and older)
- HSE Diploma/GED prior to beginning services
- Speaks English as a second language

Component Information

- Component participant is enrolled in
- Date enrolled in Component
- Component start and end dates
- Component Type & Name
- Orientation/Assessment attendance only

Outcome achieved

- Increased Educational Functioning Level (EFL)
- Achieved Vocational Certificate
- Placed in internship
- Placed in apprenticeship
- Placed in unsubsidized employment
- Wage at time of placement (when available)

Completion Information

- Date participant completed component
- Hours an individual component is offered
- Component completion

Section C: State E&T Program, Operations and Policy Overview	
	<ul style="list-style-type: none">• If participant does not complete:<ul style="list-style-type: none">○ Last date services were received○ Reason for leaving the program <p><u>Retention Services outcomes achieved</u></p> <ul style="list-style-type: none">• Achieved 30-day retention• Achieved 60-day retention• Achieved 90-day retention <p><u>Job Search outcomes achieved</u></p> <ul style="list-style-type: none">• Number of job applications submitted <p><u>DHS will provide the following data:</u></p> <ul style="list-style-type: none">• SNAP Enrollment Status• TANF Enrollment Status• Date Status Verified by DHS• Case Number• ABAWD• Client's Interim/Recert Date <p><u>DLT will provide the following data:</u></p> <p>DLT will transfer the following National Reporting Measure data to DHS. DHS will incorporate the following data into the quarterly reports:</p> <ul style="list-style-type: none">• The number and percentage of E&T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T• The number and percentage of E&T participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T• The median quarterly earnings of all the E&T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T• The median quarterly earnings of all the E&T participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T• A disaggregation of the number and percentage of these participants by the following characteristics:

Section C: State E&T Program, Operations and Policy Overview	
	<ul style="list-style-type: none"> a) Voluntary or mandatory b) ABAWD status c) Received a high school degree (or GED) prior to being provided with E&T services

Section D: Pledge to Serve All At-Risk ABAWDs (if applicable) <i>State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:</i>	
I. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?	No
II. Information about the size & needs of ABAWD population	
III. The counties/areas where pledge services will be offered	
IV. Estimated cost to fulfill pledge	
V. Description of State agency capacity to serve at-risk ABAWDs	
VI. Management controls in place to meet pledge requirements	
VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	

Section E: E&T Component Detail

Components by Category (*Non-Education, Non-Work Components; Education Components; Work Components*)

NON-EDUCATION, NON-WORK COMPONENTS

Supervised Job Search					
Description	<p>Due to our current health crisis, this component has become one that is delivered virtually. We have begun a laptop loaner program which providers will continue through the coming FY21. The individual is now contacted via phone and web-based meeting platforms to review jobs, progress with application, case management, and depending on subcontractor, financial coaching services. Case management has now included navigation of the current system and benefit programs as well as discussion on safely returning to the work environment. Job leads are sent to an individual for follow up if they are able to do so. Others are assisted through the process with a virtual meeting and discussion. Contact remains bi-weekly for this component, but the individual is encouraged to reach out as needed. Access to computers and loaner programs are set up for our providers doing supervised job search. If SJS is being provided by phone only at this time, it could be provided with the following steps:</p> <ol style="list-style-type: none"> 1. Provider generates interest information of customer for job search 2. Provider looks for employment opportunities 3. Customer is given the appropriate contact information to reach out about the position 4. Customer and provider discuss outcomes, barriers, challenges and next steps during next call <p>Locations for Job Search Activities are current providers Amos House, Open Doors, Crossroads, Building Futures and Foster Forward. They were selected by LISC based on the identified FNS components for supervised job search. The components are supervised and the participants have more frequent contact with the provider. At this time on-site meetings are not happening as programs work to reopen facilities during Phase 3 of Rhode Island’s pandemic reopening plan. Supervised job search will be encouraged to take place safely. Once able to meet in person, groups will be organized with the same individuals meeting weekly on specific days to minimize contact. Contact tracing information will be managed by the program at each meeting. Attendance with date and time, and number of applications are tracked by the providers. Providers will be notified that component will be referred to as supervised job search effective for FY21.</p>				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year

Supervised Job Search					
Providence	Not specific	9	\$17,886	Open Doors Amos House Crossroads RI Foster Forward Building Futures	Average # of job applications submitted during the reporting period per participant #, % Placed in employment

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

Work Readiness	
Description	<p>This service will be offered virtually. It will occur in person as RI continues to the reopening process, safely within State and Federal guidelines. Work Readiness will be offered virtually utilizing web-based meeting platforms. The service provides participants with the skills needed to join the workforce and stay employed. Training includes essential soft skills, effective and appropriate communication, teamwork, conflict resolution, work preparedness and appropriate dress. Virtual interview skills are now an added component as much of the process has become computer based. Participants learn how to develop a resume for uploading, interview preparation and effective interview techniques for virtual interviews. Participants also learn about the application process, practice mock interviews and are instructed in the basic computer skills needed to complete job applications. All providers are being encouraged to add a digital literacy and technical troubleshooting aspect to this training.</p> <p>Participants receive ongoing career counseling, advising, and job search support, and evaluation and assessment of competencies, and receive individualized assistance to tailor resumes and cover letters for specific jobs. Case management to address barriers to employment is ongoing. When available, participants are matched with appropriate jobs with E&T subcontractors' employer partners.</p> <p>All providers are required to offer work readiness training. Those included here offer it as a standalone component. The remaining providers offer work readiness as a part of either a basic education, or vocational component.</p>

Work Readiness					
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Woonsocket, Providence, East Providence Statewide	Not specific	12	\$10,915	Crossroads RI Open Doors, Connecting for Children and Families	#, % completing component #,% placed in employment

Job Search Training	
Description	<p>This service is being offered virtually. It will occur in person as RI continues to the reopening process, safely within State and Federal guidelines. Distinct from Job Search, this component offers more comprehensive training and support. Job search training includes application completion, resume development, and interviewing skills. Three providers will offer this component, Year Up, Connecting for Children & Families and Foster Forward.</p> <p><u>Year Up</u>: The program is divided into two 6-month segments. During the first 6 months, participants receive classroom instruction and develop marketable skills in a high-growth career field, such as information technology and business operations, receive training in professional soft, skills, and gain experience in business writing, critical thinking, time management, workplace norms, and other key work and life skills. Participants earn up to 30 college credit recommendations through a partnership with the American Council on Education (ACE). In the second half of the program, participants apply their skills and gain valuable professional experience by interning with one of over 25 corporate partners throughout Rhode Island. These internships provide employer partners with access to a pipeline of talent that they helped to train and develop. Participants continue to take workshops at Year Up during this phase.</p> <p><u>Connecting for Children & Families</u> – Career Counselor provides ongoing career counseling, job coaching, advising, evaluation and assessment of competencies. Job search support and assistance with tailoring of resumes and cover letters is also provided. Career Counselor works closely with employers to match participants with jobs and identify opportunities.</p>

Job Search Training					
	<p><u>Foster Forward</u> - Through 16 hour E² Training participants will learn how to develop a CareerEd Plan for themselves with short and long term goals (including the use of a Career Interest Inventory), identify the characteristics of success, skills and strategies for self-advocacy, getting and keeping jobs, and maintaining stable, positive relationships (relational competencies) that help to ensure success at work. Additionally, participants will receive financial literacy training that will help them understand how to budget their money, manage their money, and understand their take home pay. Upon completion of the E² Training participants will receive 12 weeks of job coaching that will allow them to receive one-on-one support to reinforce the skills they've learned in the training and assistance with developing resumes and cover letters that are specific to them and their job interests. Participants will learn where to search for jobs, what types of jobs are available, and receive assistance with operating search engines, completing applications, and completing assessments for employment. Participants will receive coaching to provide understanding of appropriate workplace behavior and how to prepare for interviews. Participants will have the opportunity to participate in job shadows (to learn more about careers of interest), informational interviews (to learn about what it takes to work in different fields), and work experience (40 hours of paid hands on work, experience learning in a field of their choice). Barriers Assistance is available, as needed, to address barriers (such as Transportation or Child Care) that may other affect participants ability to work.</p>				
Geographic Area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Providence Statewide	Not specific	9	\$26,423	Year Up CCF Foster Forward	Average # of job applications submitted during the reporting period per participant #, % Placed in employment

Job Retention					
Description	Job retention will be offered by phone and virtually. Includes post-employment counseling providing support and guidance, barrier identification, soft skills, such as workplace etiquette and conflict resolution, and troubleshooting to help ensure employment retention and advancement. DHS will allow no less than 30 and up to 90 days of job retention services per participant in a given Federal FY. This service will only be offered to previous E&T participants				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Providence, Woonsocket, East Providence	Not specific	8	\$9,409	Building Futures Connecting for Children and Families Open Doors Crossroads RI Foster Forward	

EDUCATION COMPONENTS

Adult Basic Education	
Description	<p>Consists of adult basic education/literacy, GED, HSE, NEDP and ESL. Essential education for many of our SNAP recipients that provides them with the foundational skills needed to advance along a career pathway.</p> <p>Hours per week vary between 12 and 30, and length of service is dependent upon each individual’s progress toward achieving their educational and employment goals.</p> <p>Basic Education and Foundational Skills Instruction components are most often contextualized with financial coaching, job readiness and/or job search. Depending on the service provider, education may be contextualized to specific industry sector, such as healthcare and culinary arts.</p>

Adult Basic Education					
	All participants receive case management and career counseling. This program has been offered remotely through distance learning. Providers report an improved amount of engagement from participants as the availability of the program better suits their schedules. Transportation to classrooms is not a concern as materials via the computer-based program are always available.				
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Providence, East Providence, Woonsocket, Warwick, Statewide	Not Specific	51	\$96,034	Crossroads RI Dorcas International Institute of RI Foster Forward Genesis Center Providence Public Library RI Regional Adult Learning Westbay CAP	% Completing component % Achieving an increase in Educational Functioning Level (EFL)

Vocational Education & Training	
Description	<p>These programs have been most affected by COVID-19. Several have been placed on hold as they require a hands-on component for skill acquisition. Most providers offering educational training (GED, ESOL, etc.) have been able to move to virtual offerings. Laptops have been loaned to Participants and hot spots have been provided as needed. This allows much of the training content to be offered virtually. Some programs have moved to in person classes; respectful of State and Federal health guidelines.</p> <p>Providers are investigating the industries hardest hit and prospective needs. Other programs are developing new components or new trainings for careers emerging from the pandemic. Service providers are building their employer partnerships resulting in programs that are responsive to employer needs that provide opportunities for E&T graduates to move directly into employment. All participants receive work readiness training, either as an additional stand-alone component or via integration of work readiness concepts into core training programs. Participants also receive career counseling and case management. Depending on the provider, some will also receive financial literacy training and/or coaching. Opportunities will include Carpentry, Construction Trades,</p>

Vocational Education & Training					
	Medical Assistant, Pharmacy Tech, Direct Services and C.N.A, Childcare, Teacher Assistant, Financial Services, Process Tech and Customer Service. Program delivery will slowly ramp up to full capacity as several challenges including employer staffing needs, reopening progress, and funding are identified.				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
East Providence, Woonsocket, Westerly, Statewide	Not specific	39	\$107,409	Amos House Building Futures Connecting for Children and Families Crossroads RI Genesis Center Foster Forward Providence Public Library Westerly Education Center YouthBuild	# receiving industry-recognized credential # placed in employment

Section F: Estimated Participant Levels	
I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	30,000
II. Estimated Number of Work Registrants Exempt from E&T	30,000

List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. (Add more rows as needed)	_____ _____ _____ _____ _____ _____ _____ _____ _____
III. Percent of all work registrants exempt from E&T (line II/line I)	100 %
IV. Anticipated number of mandatory E&T participants (line I – line II)	0
V. Anticipated number of voluntary E&T participants	1,200
VI. Anticipated number of ABAWDs in the State during the Federal FY	9,445
VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY	8,000
VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY	500
IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI – (lines VII+VIII))	0

Section G: Summary of Partnerships and/or Contracts					
Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursements Costs	Total Cost	% of Total Budget

[Rhode Island Department of Human Services]

[FFY 2021]

[Updated August 14, 2020]

Local Initiatives Support Corporation (LISC)	E&T Contractor/ Program Development Management	\$476,581		\$476,581	17.59%
Amos House	E&T Services	155,850	11,307	167,157	6.17%
Building Futures	E&T Services	91,565	2,838	94,403	3.48%
Connecting for Children and Families	E&T Services	51,277	2,695	53,972	1.99%
Crossroads Rhode Island	E&T Services	147,440	12,710	160,150	5.91%
Dorcas International Institute of RI	E&T Services	372,649	65,700	438,349	16.18%
Foster Forward	E&T Services	54,212	850	55,062	2.03%
Genesis Center	E&T Services	167,782	3,608	171,390	6.33%
OpenDoors	E&T Services	66,855	8,250	75,105	2.77%
Providence Public Library	E&T Services	16,696	9,375	26,071	.96%
RI Regional Adult Learning	E&T Services	54,535	1,920	56,455	2.08%
Westbay CAP	E&T Services	54,581	2,000	56,581	2.09%
Westerly Education Ctr.	E&T Services	204,995	204,768	409,763	15.12%
Year Up Providence	E&T Services	135,041	4,200	139,241	5.14%
YouthBuild Providence	E&T Services	34,965	6,675	41,640	1.54%
TBD (RIC, several CBOs identified)	E&T Services	250,000	37,500	287,500	10.61%
TOTAL	E&T Services	\$2,335,024	374,396	\$2,709,420	100%

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

Section H: Contractor Detail Addendum

<p>Partner/Contract Name</p>	<p>Local Initiatives Support Corporation (LISC) (E&T Contractor)</p>			
<p>Monitoring and communication with contractor (s)</p>	<p>The State will execute and monitor the contract with LISC to ensure Vendor operates the program in accordance with federal and state fiscal and programmatic requirements. LISC will be responsible for all day-to-day communications with the E&T subcontractors (service providers) monitor them for fiscal and programmatic compliance through submission of monthly participant outcomes and financial reports, and quarterly narrative reports. LISC will conduct detailed compliance reviews with each service provider at least annually, but more frequently if warranted (With DHS participation).</p> <p>The State will determine initial participant eligibility for E&T and then work with LISC to verify monthly eligibility for E&T enrollees. The State will also refer SNAP recipients to the program. Ongoing monthly eligibility verification is accomplished through an exchange of participant information between LISC and the RI DHS E&T social workers, prior to LISC disbursing reimbursement funds against service provider invoices.</p> <p>The State will be responsible for all ABAWD communications, referrals (unless via reverse referral), and ABAWD monitoring of ABAWD compliance with work requirements.</p>			
<p>Role of Contractor</p>	<p>LISC will have the intermediary responsibility of managing, along with Assistant Administrator for SNAP E&T, all aspects of the E&T program for the State of RI through FFFY20-2121. Duties LISC is solely responsible for include executing and managing contracts with service providers; providing training and technical assistance to service providers; monitoring service provider fiscal and programmatic compliance; reporting monthly, quarterly and annually to the State; Services such as marketing the program statewide managing the activities of service providers and overseeing all services;; developing and implementing strategies for program expansion;; striving for continuous program improvement will be directed by DHS with LISC involvement.</p>			
<p>Timeline</p>	<p>Start</p>	<p>October 1, 2020</p>	<p>End</p>	<p>September 30, 2021</p>

<p>Partner/Contract Name</p>	<p>Local Initiatives Support Corporation (LISC) (E&T Contractor)</p>
<p>Description of Activities/Services</p>	<p>DHS and LISC will undertake a broad array of activities supporting the continued expansion of program activities, including increasing the number of service providers, strengthening the capacity of service providers to train and support SNAP recipients, deepening and expanding partnerships with state agencies, employers and industry associations. DHS and LISC will continue to work within the State’s workforce development network to integrate E&T into core initiatives and activities. E&T marketing materials will be updated with DHS review and approval. The SNAP E&T website, risnapet.org, will be updated and maintained on a timely basis to reflect new providers and programs as they become available to participants.</p> <p>DHS and LISC will vet all potential service providers prior to contracting with them to confirm the presence of sufficient fiscal and programmatic capacity, appropriate programming and sufficient nonfederal funds to successfully manage an E&T program. Service provider program performance will be monitored through monthly outcomes and financial reports, quarterly narrative reports, and ongoing technical assistance and communication. DHS staff will confer with providers regularly and develop better working relationship that include direct site visits. Virtual/telephonic visits have started and will continue during the FY21. Direct site visits will occur once it is safe to do so within public health guidelines . LISC will collect monthly participant level data from service providers, aggregate and un-duplicate this data, and submit reports providing participant outcomes to RI DHS monthly, quarterly and annually. DHS will receive national reporting measure data monthly from RI DLT for incorporation into the E&T reports submitted to RI DHS.</p> <p>Service provider fiscal compliance will be monitored through monthly financial reports and annual compliance reviews. Service providers will receive technical assistance and resources to address any compliance issues that surface during these reviews. LISC will manage the service provider billing and disbursements. LISC will submit monthly invoices for 100% and 50% expenditures with backup documentation as required by the State</p> <p>LISC will manage all disbursements against the E&T subcontracts. Service providers will submit monthly billing accompanied by State required backup documentation.</p>

Partner/Contract Name	Local Initiatives Support Corporation (LISC) (E&T Contractor)
	<p>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. E&T vendor will invoice RI DHS for 50% and 100% expenditures on a monthly basis.</p> <p>LISC will offer eight (8) information/training/knowledge sharing sessions throughout the year. Any program updates, procedural changes and/or policy updates will also be communicated to stakeholders through written materials that will be posted on risnapet.org. Service providers will continue to receive ongoing, one-on-one technical assistance with all programmatic and fiscal aspects of E&T (from DHS as well as LISC staff).</p>
Funding	FFY21 State 100% allocation .
Evaluation	DHS will attend all of LISC’s service provider compliance reviews each year. DHS will also be included in any outreach visits or presentations relating to the E&T program.

Partner/Contract Name	Dorcas International Institute of Rhode Island
Monitoring and communication with contractor (s)	<p>LISC and DHS are responsible for monitoring and communicating with the service providers.</p> <p>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).</p>
Role of Contractor	Dorcas International Institute of Rhode Island 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.

[Rhode Island Department of Human Services]

[FFY 2021]

[Updated August 14, 2020]

Partner/Contract Name	Dorcas International Institute of Rhode Island			
Timeline	Start	October 1, 2020	End	September 30, 2021
Description of Activities/Services	<p>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 within the series of classes according to their assessed skill level. While in training and education, participants are regularly assessed to ensure that their advancement to higher levels of education and skills are achieved as efficiently as possible. DIIRI expects to serve 325 SNAP recipients during FFY21.</p>			
Funding	<p>50% Reimbursement Funds Subcontractor will provide the State Agency’s share of E&T expenditures.</p>			
Evaluation	<p>LISC and DHS will monitor and evaluate the success of the E&T program at Building Futures 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.</p>			

Partner/Subcontract Name	Westerly Education Center (Service Provider)
Monitoring and communication with contractor (s)	<p>LISC is responsible for monitoring and communicating with the service providers.</p> <p>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,</p>

[Rhode Island Department of Human Services]

[FFY 2021]

[Updated August 14, 2020]

Partner/Subcontract Name	Westerly Education Center (Service Provider)			
	analysis of monthly and quarterly financial and program reporting, and annual compliance reviews (more frequent if deemed necessary).			
Role of Subcontractor	Westerly Education Center 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.			
Timeline	Start	October 1, 2020	End	September 30, 2021
Description of Activities/Services	<p>Westerly Education Center will offer the following E&T components and services: Process Technology, Certified Nursing Assistant, Teacher Assistant, and Medical Assistant.</p> <p>The Process Technology component provides vocational training in bioscience, pharmaceutical, environmental, chemical, and beverage brewing industries. The Certified Nursing Assistant component provides classroom instruction as well as hands-on learning for participants. Participants are prepared to take the State Licensing exam after successful completion of the course. Teacher Assistant component offers classroom instruction and participants will sit for the RI Department of Education Teaching Assistant certificate upon completion of the course. The Medical Assistant component offers classroom and practical skills necessary to achieve a Continuing Education certificate in Medical Assistant training from Community College of RI. Process Technology, C.N.A., Teacher Assistant and Medical Assistant programs offer subsequent training in work readiness, life skills and financial literacy supplemented by ongoing case management.</p>			
Funding	50% Reimbursement Funds			
Evaluation	LISC will monitor and evaluate the success of the E&T program at Westerly Education Center through annual compliance visits,			

Partner/Subcontract Name	Westerly Education Center (Service Provider)
	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.

Section I: Operating Budget Summary

	State cost	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages	\$146,334.04	\$146,334.04	\$292,668.08
b) Fringe Benefits* Approved Fringe Benefit Rate Used <u> 32 </u> %	\$106,690.00	\$106,690.00	\$213,380.00
c) Contractual Costs (Admin Only)	\$929,221.50	\$1,405,802.50	\$2,335,024
d) Non-capital Equipment and Supplies			
e) Materials			
f) Travel			
g) Building/Space			
h) Equipment & Other Capital Expenditures			
E&T Consultant			
Total Direct Costs	\$1,182,245.54	\$1,658,826.54	\$2,841,072.08
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used: <u> </u> %	0	\$0	0
III. In-kind Contribution			
State in-kind contribution	0		0
Total Administrative Cost (Total of items I, II, and III)	\$1,182,245.54	\$1,658,826.54	\$2,841,072.08
<i>100 Percent Federal E&T Grant</i>		\$476,581	\$476,581
<i>50 percent Additional Administrative Expenditure</i>	\$1,182,245.54	\$1,182,245.54	\$2,364,491.08
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care (including contractual costs)	\$854	\$854	\$1708

b) Transportation & Other Costs (including contractual costs)	\$186,344	\$186,344	\$372,688
c) State Agency Cost for Dependent Care Services	0		0
<i>Total 50 percent Participant Reimbursement Expenses</i>			\$374,396
<u>V Section J: Budget Narrative and Justification. Total Costs</u>	\$1,369,443.54	\$1,846,024.54	\$3,215,468.08

Section J: Budget Narrative and Justification

Item	Narrative																				
I. Direct Costs:																					
a) Salary/Wages	<p>\$292,668.08 to support the E&T Assistant Administrator, Social Casework Supervisor, Social Caseworker and Eligibility Technician positions</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Salary</th> <th>Fringe</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Asst. Admin</td> <td>\$83,092.50</td> <td>58,107.00</td> <td>141,199.50</td> </tr> <tr> <td>Sr. Case Work Supervisor</td> <td>84,692.95</td> <td>58,852.00</td> <td>143,544.95</td> </tr> <tr> <td>Social Case Worker</td> <td>68,809.30</td> <td>50,764.00</td> <td>119,573.30</td> </tr> <tr> <td>Elig. Technician</td> <td>56,073.32</td> <td>45,657.00</td> <td>101,730.32</td> </tr> </tbody> </table>	Position	Salary	Fringe	Total	Asst. Admin	\$83,092.50	58,107.00	141,199.50	Sr. Case Work Supervisor	84,692.95	58,852.00	143,544.95	Social Case Worker	68,809.30	50,764.00	119,573.30	Elig. Technician	56,073.32	45,657.00	101,730.32
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Social Case Worker	68,809.30	50,764.00	119,573.30																		
Elig. Technician	56,073.32	45,657.00	101,730.32																		
b) Fringe Benefits* Approved Fringe Benefit Rate Used <u> 32 </u> %	<p>\$213,380.00 to support the E&T Assistant Administrator, Social Casework Supervisor, Social Caseworker and Eligibility Technician positions. (See above table for breakdown of fringe)</p>																				
c) Contractual Costs	<p>\$2,841,072.08 includes salary and fringe (see Section I, subsection a, for salary and fringe breakdown)</p> <p>Contractual costs:\$2,335,024 for admin costs only (minus salary and fringe)Breakdown follows:</p> <ul style="list-style-type: none"> • Federal Costs: \$1,405,802.50= admin contractual costs (includes RI 100% allocation of \$476,581) • State Cost: \$929,221.50 = admin contractual costs <p>Specific breakdown of admin costs for participating providers can be found in section G.</p>																				

	<p>RI was planning to host the NERO SNAP E&T Provider meeting that was scheduled for March 24th and 25th 2020. Due to the pandemic dates were changed twice. It is now going to be held in Spring 2021. We will be working with FNS to schedule the dates and specifics. Planning and discussion is contingent upon reopening due to the pandemic. It is estimated no new funds will be needed for the convening. RI would plan to carry over the \$20,000 allocated in the FFY2020 budget to FFY2021. We are proud to plan with our FNS partners to have the Regional SNAP E&T community gather in some way for important discussions and networking opportunities to improve services to all SNAP recipients in the Northeast region.</p>
d) Non-capital Equipment and Supplies	
e) Materials	
f) Travel	Due to COVID-19, the State does not anticipate needing travel funds for the upcoming FY21
g) Building/Space	
h) Equipment & Other Capital Expenditures	
II. Indirect Costs:	
III. State In-kind Contribution	
N/A	
IV. Participant Reimbursements	
a) Dependent Care	Dependent care reimbursement amount of \$1,708 total for program year. Reimbursement is capped at \$275 per week RI offers Childcare for Training which covers childcare for those participating in an approved SNAP E&T program. Specific provider breakdown is located in section G
b) Transportation & Other Costs	Transportation/other reimbursement amount of \$372,688 total for program year. Transportation reimbursement is capped at \$100 per month. Specific provider breakdown is located in section G
c) State Agency Cost for Dependent Care Services	

**Addendum-Agriculture Improvement Act of 2018 Implementation
FY 2021 SNAP E&T State Plan
Workforce Consultation and Coordination**

1. Describe the efforts taken by the State agency to consult with the State workforce development board or with private employers or employer organizations, if appropriate, in designing the State’s SNAP E&T program.

DHS has consulted repeatedly throughout the year with the GWB to obtain insight and guidance. GWB was present at the DHS SNAP E&T strategic planning sessions in July and October of 2019. Since the pandemic, the DLT offices have been managing a myriad of issues related to COVID-19 that have understandably kept them unavailable for consult.

DHS believes that as the State reopens from the pandemic, the GWB and its programs will be a gatekeeper for opportunities in employment and training for the RI. Due to the measured and extensive planning necessary to open safely, the GWB will be the leader in training, recruiting, and hiring for RI. GWB training will be demand driven and high wage, a result of the pandemic. DHS plans to onboard the GWB program Real Jobs RI.

2. Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with Title I under the Workforce Innovation and Opportunity Act (WIOA).

SNAP E&T continues to assess the potential for coordinated efforts with RI DLT and the Title I WIOA opportunities. Outreach has been made to organize focused discussions on first steps. DHS leadership has been actively participating in State discussions around phases for reopening. Director Hawkins has expressed the importance of partnering to afford SNAP recipients the chance to gain further training through DLT programs. There is also a strong belief that engaging in the GWB programs will open this discussion with evidence of a successful partnership.

Case Management Services

1. Describe how the State agency will provide case management services in the State's E&T program. This description should include:

- **The entity (or entities) who will be responsible for carrying-out case management services;**
- **The types of case management the State agency will provide, such as comprehensive intake assessments, individualized service plans, progress monitoring, and coordination with service providers; and**
- **How case management service providers will coordinate among E&T providers, the State agency and other community resources.**

Currently, all contracted providers of E&T deliver case management services, these services include assessment, progress monitoring, and connection to other support services. This has been coordinated through LISC (fiscal intermediary). As the E&T provider group increases, future growth will not exclude providers who do not offer case management services. Co-enrollment with providers who do offer these services but not the training or educational program the client is looking for, will be explored. All providers will be expected to do an intake assessment to gather information regarding resources, support network, etc. This information will be shared with the co-enrolled agency and they will provide progress monitoring and coordination with other service providers as necessary moving forward.

As stated earlier, the pandemic has created some challenges of maintaining outreach with participants. Case management is most successful when conducted in person. However, providers are seeing positive results utilizing remote contacts due to prior State mandates. As those lift, providers have returned to in person meetings with structure to minimize random contact, required masks for appointments and gathering of necessary information for contact tracing measures.

DHS will also utilize in-house Social Worker to outreach for engagement and monitor progress. This service will be focused on ABAWDs and general SNAP E&T participants. The Social Worker who is currently mailing out packets for those interested in SNAP E&T will do phone outreach and appointments when possible. An intake assessment for resources and support network will be completed. Individuals will be made aware of resources through DLT One Stops and WIOA trainings.

The SNAP E&T Eligibility Technician and Senior Casework Supervisor would be involved in tracking the participants engagement in programs through monthly contact with providers and coordination of services: referral, initial and monthly eligibility checks, monthly provider meetings. Case review for intake assessment and progress monitoring by provider will be conducted at individual provider meetings. A case management training will be offered to all providers in the first quarter of the new plan year.