



**DEPARTMENT OF  
PUBLIC HEALTH &  
HUMAN SERVICES**

SNAP Employment & Training State Plan  
FY 2025

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# A. Cover Page and Authorized Signatures

State: Montana

State Agency Name: Department of Public Health and Human Services, Human and Community Services Division

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): September 18, 2024

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

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**Certified By:**

  
\_\_\_\_\_

State Agency Director (or Commissioner)

10/1/2024

Date

**Certified By:**

Andrea Goetsch  
\_\_\_\_\_

Digitally signed by Andrea Goetsch  
Date: 2024.10.01 09:30:25 -06'00'

State Agency Fiscal Reviewer

\_\_\_\_\_

Date

## B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

**Table B.I. Amendment Log**

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

## C. Acronyms

*State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.*

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

**Table C.I. Acronyms**

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
CHIMES	Combined Healthcare Information and Montana Eligibility System
CSC	Client Service Coordinator (SNAP eligibility staff)
DOLI	Montana Department of Labor and Industry (Missoula Job Service)
DPHHS	Department of Public Health and Human Services
E&T	Employment and Training
EPB	Basic/Foundational Skills Instruction (includes High School Equivalency Programs)
EPC	Educational Program, Career and/or Technical Education Programs or Other Vocational Training
EPEL	English Language Acquisition Component
FY	Fiscal Year
FNS	Food and Nutrition Service
FOM	Field Operation Manager
HCSD	Human and Community Services Division
HiSET	High School Equivalency Test
IEP	Individual Employment Plan
ITO	Indian Tribal Organization
JR	Job Retention Component
JST	Job Search Training
ME	Management Evaluation
OPA	Office of Public Assistance
Perceptive	Data Management System
SET	Self-Employment Training Component
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WF	Workfare Component
WBLA	Work-based learning, Apprenticeships
WIOA	Workforce Innovation and Opportunity Act

## D. Assurances

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

**Table D.I. Assurances**

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



**Table D.II. Additional Assurances**

<p><b>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</b></p>	<p><b>Check Box</b></p>
<p>I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))</p>	<p><input checked="" type="checkbox"/></p>
<p>II. The E&amp;T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&amp;T State Plan which affect them; submit for comment all portions of the E&amp;T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&amp;T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p><input checked="" type="checkbox"/></p>

## E. State E&T Program, Operations, and Policy

### I. Summary of E&T Program

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

The vision of the Montana SNAP E&T program is to help SNAP participants gain the skills, training, or work experience necessary to increase their ability to obtain employment that leads to economic self-sufficiency.

The mission of Montana’s SNAP E&T is to provide participants with individualized case management services to achieve the individual’s goal of self-sufficiency through employment and/or training, and to successfully transition off public assistance.

Montana is meeting state and/or local workforce needs by providing SNAP E&T participants with the training and support needed to become employed in midlevel skills employment with wages higher than \$10.30 per hour, Montana’s state minimum wage.

- b) Is the State’s E&T program administered at the State or county level?

Montana is state administered.

- c) (For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

N/A

- d) Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

Montana has contracted with Maximus who will maximize SNAP E&T funding by providing SNAP E&T services in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow, and Yellowstone,.

Montana enrolls both able-bodied adults without dependents (ABAWDS) and adults with children (non-ABAWDs). Montana's E&T program targets ABAWDS. The time limit is enforced for ABAWDS in all areas without a geographic waiver.

e) Provide a list of the components offered.

- Job Search Training – (JST)
- Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
- Workfare – (WF)
- Educational Program, Career and/or Technical Education Programs or Other Vocational Training (EPC)
- Self-Employment – (SET)
- Job Retention – (JR)
- Work-based learning, Apprenticeships (WBLA)
- English Language Acquisition (EPEL)

f) Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

<https://dphhs.mt.gov/hcsd/snapmanual>

## II. Program Changes

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

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

Montana's new contractor Maximus will be providing both virtual and in person orientations for SNAP E&T participants. Maximus will also be supplementing CHIMES with TuaPath. TuaPath is a two-way coaching platform that can track participant communications, hours, progress on assigned activities, outcomes, and monitor participant challenges and barriers.

TuaPath can also create actionable goals and activities that participants track in TuaPath, showing their victories and success to motivate continual engagement.

- b) Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

Montana is working with Maximus to continue SNAP E&T expansion in FY25, prioritizing rural areas which includes reservations. Montana is also working with Maximus and is excited with changes in the delivery model to include virtual options for SNAP E&T.

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

*State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.*

#### Consultation

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

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

The State Agency consulted with the Department of Labor and Industry *State Workforce Innovation Board* through regular meetings to design its E&T program most recently starting in August 2021 through FY2023. The State Agency will conduct a consultation in FFY2025. The State Agency aims to meet with the Board at minimum once per year, or as needed, with the next meeting scheduled for October 21, 2024.

This collaboration is being used to influence and bolster employment opportunities for clients participating in the SNAP E&T program. Additionally, these meetings provide: (1) resources and guidance for identifying qualifying training opportunities, (2) identifying urgent employer needs for individuals entering the workforce, (3) potentially identifying and establishing relationships with Maximus, and (4) obtain information necessary to create structured training curricula. Throughout these conversations, DPHHS promotes and educates all parties on SNAP and the SNAP E&T programs.

- b) **Consultation with employers:** If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

Ongoing communication occurred with Missoula Job Service in FFY2022, FFY2023, and FFY2024 while they were a subcontractor/provider of SNAP Employment and Training services for Easterseals-Goodwill throughout that time.

## Coordination

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

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

Montana continues to focus on helping individuals obtain and maintain employment for FFY 2025. Montana continues to increase the number of meetings and conversations between DPHHS and service partners and will continue to do so in FFY2025. Collaboration initiatives include, but are not limited to:

- Meetings between the DPHHS Director, SNAP E&T staff, DOLI, Department of Commerce, and FNS with the goal to have a better understanding of the SNAP E&T expansion process and partnerships with workforce employment development agencies and local community employers.

- d) **Coordination with title I of WIOA:** Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

According to Montana's Workforce Innovation and Opportunity Act (WIOA) State Plan, the health care industry is expected to have the highest job demands, annual growth of 1,240 jobs through 2027.

Maximus assists and supports SNAP E&T participants whose employment goals are to begin a career pathway in the health care industry through the vocational education component. SNAP E&T participants may attend Certified Medical Assistant (CMA), Certified Nursing Assistant (CNA), Medical Administrative Specialist and Phlebotomy trainings.

Maximus works with local employers and employment agencies to locate employment opportunities for SNAP E&T participants and to better understand the staffing, skills, and training needs for local employment opportunities. This information is passed on to the SNAP E&T participant during their case management meetings to assist in accomplishing the SNAP E&T participant's goals of self-sufficiency.

Maximus also partners with the workforce system at the state and local level and work together to promote integrated services for mutual clients. By co-enrolling SNAP E&T participants in WIOA to braid funding and further aid participant's goals. For example: WIOA funds may be used to pay for a CNA class and SNAP E&T funds may be used to provide a uniform and books required for the class.

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

Yes

No

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

Maximus verifies that SNAP E&T participants are not receiving TANF cash. However, Maximus also houses TANF/Pathways program staff and when a participant is no longer participating in TANF cash program and is receiving SNAP then a reverse referral is made for the participant to request a referral from the SNAP eligibility staff to participate in SNAP E&T.

- g) **Other Employment Programs:** Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

Montana is working with the Matching Grant Employment and Training Program, administered by IRC and the Montana Refugee Support Services Employment and Training Program administered by MT DPHHS Refugee Support Services (RSS) Contractors. SNAP recipients will be exempt from work registration if verified to be participating in the Matching Grant Employment and Training Program, administered by IRC or the Montana Refugee Employment and Training Program administered by MT DPHHS (RSS) Contractors.

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

*State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.*

- a) Did the State agency consult with ITOs in the State?

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

- b) Name the ITOs consulted.

Blackfeet Tribe, Chippewa Cree, Confederated Salish & Kootenai Tribe, Crow Tribe, Fort Belknap Tribe, Fort Peck Tribe, Northern Cheyenne Tribe, and Little Shell Tribe.

- c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

Montana conducted an in-person and virtual SNAP Tribal Consultation on May 15, 2024, in Helena, Montana. The topics of this year's consultation included SNAP services in Montana which included OPA lobbies, OPA outreach, access issues regarding the Public Assistance Helpline (PAHL) and in-office SNAP appointments, using SNAP for online grocery shopping, ABAWDs, SNAP E&T and SNAP-Ed. Tribal members were introduced to Montana's new E&T contractor Maximus. Maximus detailed the addition of a Tribal Liaison to Maximus staff and provided an overview of the services they will be providing. Discussions will continue into FY2025 as well as the next Tribal Consultation in 2025.

d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

Yes

No

## V. Utilization of State Options

*State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.*

a) The State agency operates the following type of E&T program (*select only one*):

Mandatory per 7 CFR 273.7(e)

Voluntary per 7 CFR 273.7(e)(5)(i)

Combination of mandatory and voluntary

b) The State agency serves the following populations (*check all that apply*):

Applicants per 7 CFR 273.7(e)(2)

Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)

Categorically eligible households per 7 CFR 273.2(j)

c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

Yes



No

## VI. Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

- a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States than run all-voluntary E&T programs would note that they exempt all work registrants.)

Montana has all voluntary E&T programs and exempts all work registrants.
--

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

The state will re-evaluate this annually prior to submitting the next state plan.
---

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

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents

- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other: ABAWDS are the target population in Montana, but Montana will continue to serve all eligible adults. Participants may have any of the characteristics listed above.

## VII. Organizational Relationships

*State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.*

The following questions are about how the E&T program is structured in your State agency.

- a) Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

Montana’s SNAP E&T program policy contracts for E&T services, and monitoring is provided by the SNAP E&T Coordinator and Food Security Program and Compliance Supervisor statewide as a separate unit from the SNAP eligibility unit. SNAP E&T services are provided through Maximus who provides E&T services directly to Deer Lodge, Gallatin, Lewis & Clark, Missoula, and Silver Bow Counties. Maximus also subcontracts E&T services at the county level with E&T services providers in Big Horn, Yellowstone, Flathead and Lincoln Counties.

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

The SNAP E&T Coordinator shares information with the Food Security Program and Compliance Supervisor and develops, updates and/or changes in SNAP E&T policy. SNAP E&T policy changes that affect eligibility and referral are included in the SNAP policy

manual and SNAP business process manual. Changes are communicated to eligibility staff via email, SNAP Policy, and SNAP Business Process manuals, and/or training updates.

c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

The SNAP E&T Coordinator has open communication with Maximus the SNAP E&T contractor. If needed, Maximus passes information on to the SNAP E&T sub-contractors within Big Horn, Yellowstone (HRDC7), Flathead and Lincoln Counties (CAPNW). Maximus has view only access to Montana's CHIMES system and the state document management system Perceptive. SNAP E&T case managers can determine that participants have been determined SNAP eligible at referral and monthly. This access reduces errors of participants receiving benefits they are not entitled to.

If errors or concerns are discovered, the E&T case managers working for Maximus and the E&T case managers working with the sub-contractors, communicates with the Maximus supervisor who then communicate directly with the SNAP E&T Coordinator via email, TEAMS meeting or phone call.

Maximus notifies SNAP eligibility staff of a participant's status by emailing the Employment and Training Participant Status form (DPHHS-HCS/SNAP-010) within 10 days of a participants change in status.

- Participant enrolled in SNAP E&T program and is actively participating in a qualifying component.
- Participant is no longer participating in a qualifying component in the SNAP E&T program.
- Participant participated in SNAP E&T program for 80 hours in a 30 consecutive day period (more than 40 hours in a qualifying component).
- Participant is not suited for SNAP E&T (Provider Determination), reassess for other ABAWD exemptions.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

Maximus has view only access to the CHIMES system which collects referral data. The SNAP E&T referral is inputted into CHIMES by the eligibility worker. Maximus uses TuaPath, their case management system which collects SNAP E&T data for the annual report and the FNS-583. These systems do not currently interact with one another.

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

SNAP E&T Coordinator conducts bi-weekly meeting with Maximus. SNAP E&T Coordinator will also meet with Maximus when needed for updates on SNAP E&T policies and procedures. The E&T Coordinator will work with Maximus to ensure quarterly meetings are provided to conduct trainings on topics such as referrals, client status forms, Civil Rights, provider determinations, participant activities, counting participant hours, reporting measures and tracking.

Montana maintains and revises the SNAP E&T Contractors Handbook which contains SNAP E&T policies and procedures. Once revised the handbook is emailed to Maximus. Montana's SNAP E&T Coordinator also maintains open communication through email, phone calls, and additional meetings if needed.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

Montana SNAP E&T Coordinator conducts management and fiscal evaluation reviews of at least three local SNAP E&T program sites and SNAP E&T contractor per fiscal year, either in person or virtually as the environment allows.

During the program review, the Montana SNAP E&T Coordinator notifies Maximus in writing at least 30 days in advance of an in person or virtual site review. SNAP E&T Coordinator does an annual review of SNAP E&T providers' case records reviews, interviews with participants, provider staff, eligibility staff, and other community partners using a standardize questionnaire. Fiscal reviews may be conducted separately and use a Fiscal Monitoring Tool and a random selection of invoices with backup documentation. A written report is provided to the provider within 60 days of the review, regarding areas of commendation, improvement and any corrective actions is provided to the contractor after the review is complete. Contractor is given the opportunity to respond and provide corrective action plans 30 days after receipt of receiving the Program and/or Fiscal monitoring reports.

The SNAP E&T Coordinator also monitors all monthly invoices sent by Maximus. The E&T Coordinator selects cases to be reviewed for accuracy in CHIMES and TuaPath. Also, all supportive services reported to the monthly invoice are reviewed in CHIMES making sure the participant receiving the reimbursement is open for SNAP during the invoice month. If any discrepancies are found the E&T Coordinator returns the invoice to Maximus and Maximus resubmits a corrected invoice if necessary.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

Montana evaluates the number of participants served and number of participants that participate in SNAP E&T that gain employment. Montana also evaluates six indicators:

- 14-day Job Placement
- Job Retention 180 Days
- Job Advancement 180 Days
- Post Secondary Completions
- Completion of GED/HiSET
- Participant Engagement: Engagement is defined as the following:
  - New Referral: Any referral or rereferral in SNAP E&T who completes the initial orientation and intake, as well as completion of a signed IEP as well as any re-referral of a participant who has left the caseload and then re applied for services.
  - Ongoing Participant: Any SNAP participant actively using the benefits and engaging with the SNAP E&T resources and services, such as attending meetings with a case manager, educational sessions, workshops, or other activities.

Maximus collects data in their data management systems and submit monthly data updates that are reviewed by the state.

## VIII. Screening for Work Registration

*State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).*

- a) Describe how the State agency screens applicants to determine if they are work registrants.

SNAP applicants are screened by both the eligibility staff and the CHIMES system to determine their work registrant status. Business rules within CHIMES include applicable exemptions based on data entered by the eligibility staff from the application and interactive interview. CHIMES can recognize that the participant is exempt from the work registration rules if the participant is working over 30 hours per week, 60 or older, 16 or 17 and attending school, or an eligible student. Eligibility staff must enter “Yes” or “No” in the SNAP Work Registration question “Is there anyone in the household that has a work registration exemption?”, if for example: the participant is caring for a child under the age of 6 or caring for an incapacitated person the staff would enter “Yes”.

- b) How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

The signed SNAP application and recertification forms are the only verification needed to meet the requirement of registering for work.

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

At application, recertification, and status changes the eligibility staff must explain to the applicant/participant the consequences of a household member quitting a job, reducing hours of employment, or failing to comply with other work registration requirements. As a condition of eligibility, the household must also cooperate in providing sufficient information regarding employment status and availability for work. Work Registration Requirements are included on the self-service portal application, paper application, consolidated work notice, and the recertification form. These forms indicate that when a responsible member of the household signs these, they are attesting to the registration of all mandatory registrants and acknowledging the work requirements for all mandatory registrants. When SNAP benefits have been authorized, the written consolidated work notice is sent to the client.

## IX. Screening for Referral to E&T

*The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).*

- a) List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State’s SNAP E&T program. *(Note: This question is not asking about criteria that may be unique to each provider.)*

SNAP eligibility staff screen and refer all work registrants that reside in a county with SNAP E&T based on the following criteria:

- Unemployed or underemployed?
- Ready and able to work?
- Interested in gaining skills that may lead to a new or better career?
- Interested in basic job skills needed to secure employment?
- Could use support to obtain employment (gas assistance, bus pass, etc.)?
- Interested in self-employment or know of a business need in community?
- Need to gain work experience?
- Interested in an apprenticeship?
- Interested in obtaining a high school diploma?
- Interested in participating in SNAP E&T?

If Maximus does not have any appropriate and available openings in the E&T program a wait list would be developed, ABAWDS would be given priority, and referrals would cease. SNAP clients would be referred to other community employment programs, if available

- b) Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Eligibility staff will explain the SNAP E&T program by using a script during the application and recertification interview to SNAP recipients who reside in a SNAP E&T county. Once the applicant has been determined eligible for SNAP benefits, screens eligible for SNAP E&T, and is interested in participating in SNAP E&T, they will then receive a SNAP E&T referral. The SNAP E&T referral will contain Maximus contact information. Maximus will reach out to the E&T recipient once the referral is received in the SNAP E&T Referral inbox located in CHIMES. A referral is also handed to the participant or mailed to their address.

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

Primary source of reverse referrals are former TANF Pathways participants that are no longer receiving TANF Cash and are interested in participating in the SNAP E & T program. Former Pathways participants are redirected back to the eligibility staff.

Eligibility staff will follow the established process from above.



When an interested individual walks into a SNAP E&T provider's office, the provider refers the individual to the eligibility staff to determine if the individual is SNAP and SNAP E&T eligible before providing a referral to the individual and SNAP E&T program.

- d) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

The eligibility staff script includes information to inform potential SNAP E&T participants of participant reimbursement during the explanation of the SNAP E&T program. Staff also ask if potential participants need assistance getting to or contacting the SNAP E&T provider.

SNAP E&T provider also inform participants about participant reimbursement during the SNAP E&T orientation and throughout case management meetings as the need arises.

## X. Referral to E&T

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

- a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

After SNAP benefits are approved ongoing and the client is informed of next steps, the eligibility staff must complete the "SNAP Employment and Training Program Referral" form (HCS SNAP-001) in CHIMES. This correspondence is given/mailed to the client. The referral includes the contact information for Maximus and notifies the client that Maximus will reach out with next steps.

- b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

The eligibility worker informs the participant of work requirements and SNAP E&T program services including participant reimbursements. The eligibility worker creates the Maximus referral in CHIMES then mails the SNAP recipient the E&T referral (HCS SNAP-001) to their address. Additionally, if they have opted to receive notices electronically via the Self-Service Portal they will receive the referral electronically.

- c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation,



where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

When the SNAP recipient receives a referral from eligibility staff, they are given the contact information for Maximus and notified that someone from a Maximus will be reaching out. Maximus makes every effort to complete participant enrollment as quickly as possible. Maximus provides in-person and virtual orientations that are led by a facilitator or self-led orientations. During the orientation individuals are given information regarding the SNAP E&T program:

- Introduction to E&T program and services available to participants
- Participant civil rights
- Participant reimbursement
- SNAP E&T requirements
- Difference between qualifying and non-qualifying SNAP E&T components.
- SNAP E&T providers also explain the Supplemental Nutrition Assistance Program Employment and Training Contractual Agreement (DPHHS-HCS SNAP-009) to the SNAP participant, this document explains the SNAP E&T program and outlines the E&T participant rights and responsibilities for participating in the SNAP E&T program (not a SNAP certification function).

If the participant does not attend the orientation Maximus follows up with the client via phone, email, and text message. Each referral is good for 30 days.

- d) How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

Eligibility staff send the referral to the SNAP eligible client using the CHIMES system and enters a case note. All E&T referrals are sent to the SNAP E&T Coordinator monthly via a report created in CHIMES and sent via File Transfer.

- e) How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

Once a participant has been determined SNAP eligible a referral is created within CHIMES. This referral includes name, case number, phone number, email address and ABAWD status. Currently, a report is created in CHIMES and sent to Maximus bi-weekly weekly (Monday & Thursday) via File Transfer.

## XI. Assessment

*As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.*

a) Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

Maximus conducts the employability assessment at the initial case management appointment to ensure that SNAP E&T participant receive individualized and targeted SNAP E&T services.

Maximus conducts an oral and written employability assessment. SNAP E&T case manager assists the SNAP E&T participant in identifying their employment goals and barriers; the E&T case manager also helps to develop an Individual Employability Plan (IEP) and locates resources to accomplish identified employment goals. Maximus maintains a database which contains participant employability assessments. SNAP E&T participants may request a copy of the assessment and contact information for community resources to assist them in overcoming barriers.

Maximus also provides a wellbeing assessment to address where the participant may need community resources. If the wellbeing assessment identifies a need for local community resources, Maximus will connect the E&T participant with the appropriate community resource agency.

## XII. Case Management Services

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

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

Comprehensive intake assessments

- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Retention Services, Job Development Services.

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

Once the SNAP E&T participant has enrolled in the SNAP E&T program, Maximus schedules a case management meeting for an intake appointment to go over intake forms that were provided during orientation. During the initial intake appointment, the SNAP E&T case manager assesses the participant's past employment, education, barriers to employment, and employment goals. SNAP E&T staff make referrals to community resources to assist the participant in overcoming barriers, provides necessary supportive services, and schedules the next case management meeting for the next week.

During weekly SNAP E&T case management meeting participant's hours or activities are tracked by weekly totals in each SNAP participant's file and maintained by their individual case manager. E&T providers also track activities that count toward the work requirement as well – work, volunteering, etc. Participants' hours are tracked by component to ensure the minimum of 80 hours of participation averaged monthly. The total time spent in SNAP E&T activities each month does not exceed 120 hours, except for participants who participate in the Workfare component. Workfare participants are required to work the number of hours equal to the monthly SNAP household allotment in lieu of wages, divided by the State minimum wage. For example: SNAP Benefit allotment of \$281 per month/\$10.30/hr. state minimum wage=27.28 round down to 27 hours per month is the maximum the participant can work per month in the SNAP E&T program.

Re-evaluating a participant's progress in the E&T program (especially for an ABAWD) after 90 days and at the 6-month mark provides an opportunity to re-evaluate their IEP and set new goals for the additional time available in the E&T program. This method of joint responsibility assures funding and supportive service dollars are spent appropriately, allowing the program to serve the maximum number of SNAP participants possible.

All E&T participants may volunteer for E&T program’s services for up to six months, if it is mutually agreed upon between the participant and the case manager. Additional time in the E&T program is approved due to the progress the participant is making on the employability plan. ABAWDs meeting the work requirement have their progress monitored and re-evaluated quarterly.

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

Communication/Coordination with:

SNAP eligibility staff:	<p>Maximus and sub-contractors will notify the SNAP eligibility staff of a participant status by emailing the Employment and Training Participant Status Form (DPHHS-HCS/SNAP-010) within 10 days of a participant’s change in status:</p> <ul style="list-style-type: none"> <li>Participant enrolled in the SNAP E&amp;T program and is actively participating in a qualifying component</li> <li>Participant is no longer participating in a qualifying component in the SNAP E&amp;T program.</li> <li>Participant participated in the SNAP E&amp;T program for 80 hours in a 30 consecutive day period (more than 40 hours in a qualifying component).</li> <li>Participant is not suited for SNAP E&amp;T, reassess for other ABAWD exemptions. Why the participant not suited for SNAP E&amp;T.</li> </ul> <p>Maximus and sub-contractors will provide a provider determination when a participant is not suited for SNAP E&amp;T program within 10 days of determination by faxing or emailing the Employment and Training Client Status Form (DPHHS- HCS/SNAP-010) to the OPA. Eligibility staff will receive a ‘task’ when the form is scanned into Perceptive. When the task is received, the eligibility staff member attempts to determine good cause by sending a notice within 10 days. If the participant does not respond within 10 days, or if there is no good cause or an exemption does not exist, the eligibility staff member will update the data in the CHIMES system. A case note will be completed, and a Notice of Adverse Action will be sent using timely notice guidelines.</p>
State E&T staff:	<p>Montana’s SNAP E&amp;T Coordinator works with Maximus to continue the onboarding process. The SNAP E&amp;T Coordinator will work with Maximus to develop trainings and processes for new and current SNAP E&amp;T providers (Maximus and sub-contractors) and will, at a minimum, conduct quarterly</p>

	<p>SNAP E&amp;T provider meetings and trainings as needed, to keep Maximus informed of policy and procedural information.</p> <p>Montana maintains and revises a SNAP E&amp;T Contractor Handbook which contains policies and procedures. Montana’s SNAP E&amp;T Coordinator also maintains communication through emails, phone calls and additional meeting as needed.</p>
<p>Other E&amp;T providers:</p>	<p>For FFY2025, Maximus is the only E&amp;T provider contracted with Montana. Maximus has two subcontractors that provide E&amp;T services in Montana: District 7 Human Resources Development Council (HRDC7) and Community Action Partnership of Northwest Montana (CAPNW). The State of Montana communicates directly with Maximus, and Maximus communicates with its subcontractors.</p>
<p>Community resources:</p>	<p>Case management staff are involved in local communities and are aware of available community resources to better assist SNAP E&amp;T participants in overcoming barriers to employment by providing appropriate referrals. Community coordination and non-duplication of services are essential. Case managers coordinate services with the Maximus outreach team to provide participants with referrals for employment, community resources, and education training. Case managers are expected to provide documentation that such coordination exists as part of their ongoing case management portfolio when working with an E&amp;T participant. E&amp;T participation is tracked by participants on timesheets, and they are reviewed weekly by E&amp;T case managers during case management meetings. Case managers review for work exemptions and provider determinations during all interactions with participants.</p>

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

Case Mangers assist all E&T participants with targeted case management services through completing initial and ongoing assessments to determine agreed upon goals which meet a qualifying and/or non-qualifying component(s). Once a SNAP E&T case manager is aware of a participant’s ABAWD status, they provide targeted case management services to ABAWD participants by encouraging participation in a qualifying component as soon as possible in order to qualify for an exemption from time limited benefits and meeting their training and employment goals. Case managers are provided training and guidance on how to provide efficient case management and handle unique or challenging situations. When necessary, issues are elevated to Maximus’s leadership and subsequently the State Agency when needed to interpret guidance. The State Agency also conducts three ME reviews per year to ensure case management services are provided efficiently and appropriately.

### XIII. Conciliation Process (if applicable)

*In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.*

a) Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

b) Describe the conciliation process and include a reference to State agency policy or directives.

c) What is the length of the conciliation period?

### XIV. Disqualification Policy for General Work Requirements

***This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.***

*All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).*

a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

30 days

60 days

Other: Click or tap here to enter text.

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

Yes

No

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

One month or until the individual complies, as determined by the State agency

Up to 3 months

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

Three months or until the individual complies, as determined by the State agency

Up to 6 months

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

Six months or until the individual complies, as determined by the State agency

Time period greater than 6 months

Permanently

f) The State agency will disqualify the:

Ineligible individual only

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

## **XV. Good Cause**

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



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

During the application and recertification interviews, eligibility staff provide SNAP clients with an oral review (provided by a written script) and copy of the SNAP consolidated notice which contains the general work requirements, how and when to report any changes in the client's work status. Eligibility staff is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. The eligibility staff must consider the facts and circumstances, including information submitted by the employer either in written or verbal, and by the household member involved, in determining whether or not good cause exists. The eligibility staff would send a notice requesting verification of good cause and/or try collateral contact. The notice is sent 10 days prior to the change to the individual's work status. If an individual would have worked an average of 20 hours per week but missed some work for good cause, the individual shall be considered to have met the work requirement if the absence from work is temporary and the individual retains their job. Good case shall include circumstances beyond the individual's control, such as, but not limited, illness, illness of another household member requiring the presence of the member, a household emergency, or the unavailability of transportation.

**Process:**

1. When a client reports a job end or reduction in hours either verbally or in writing, the eligibility staff will inquire as to why there was a job end or reduction in hours. Eligibility staff will offer to make collateral contact with the employer to verify job end, final pay, and reason for job end to determine if there will be a job quit penalty.
2. The client's SNAP should be pended and a wage determination and About Your Case (AYC) notice sent.
3. If the client or employer verifies the job end, use the following criteria to determine if good cause exists.

**Good cause for not meeting ABAWD work requirement**

- a. Must be determined by eligibility staff/or their supervisor and case noted.
- b. Must be determined if an ABAWD's required work hours fell below the minimum 20 hours per week.
- c. ABAWD months cannot count until a determination is made.

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

Montana's good cause criteria including and not limited to the following, since eligibility staff must consider the facts and circumstance in determining whether or not good cause



exits:

1. Illness of the individual or another household member requiring the presence of the individual in the home.
2. A household emergency.
3. The lack of adequate childcare for children who have reached age 6 but are under age 12.
4. Discrimination by an employer based on age, race, sex, color, handicap, national origin, or religious or political beliefs.
5. Work demands or conditions that are not reasonable, such as working without being paid on schedule.
6. Accepting other employment or enrolling at least half-time in any recognized school training program or institution of higher education that requires the individual to leave employment.
7. Acceptance by any other household member of employment or enrollment at least half-time in any recognized school, training program or institution of higher education in another geographic area that requires the household to move and thereby requires the individual to leave employment.
8. Resignations by persons under the age of 60 which are recognized by the employer as retirement.
9. Leaving a job in connection with patterns of employment in which workers often move from one employer to another, such as migrant farm labor or construction work.

The job is not suitable as described below:

- a) The wage offered is less than the highest of the applicable Federal minimum wage is applicable State minimum wage, or eighty percent (80%) of the Federal minimum wage if neither the Federal nor State minimum wage is applicable.
- b) The employment offered is on a piece rate basis and the employee does not expect to earn the wage specified in item (a) above.
- c) The household member, as a condition of employment or continuing employment, is required to join, resign from, or refrain from joining any legitimate labor organization. Note: an individual required to pay representation fees to the union but not required to actually join the union does not have good cause. (e.g., state or federal employees)
- d) The work offered is at a site subject to a strike or lockout at the time of offer, unless the strike is declared unlawful by a court of law.
- e) The degree of risk to health and safety is not reasonable.
- f) The member is physically or mentally unfit to perform the employment, as documented by medical evidence or by reliable information from another source.
- g) The daily, round trip, commute to the place of employment is more

than two hours from the individual’s home. Do not include the time required to transport a child to and from day care in the daily commuting time.

- h) A move, which results in more than 2 hours commuting time from the job, is good cause for voluntary quit.
- i) The distance to the place of employment is too far to walk, and neither public nor private transportation is available to the job site.
- j) The working hours or nature of employment interferes with the individual’s religious observances, convictions, or beliefs.

The employment offered within the first 30 days of registration is not in the individual’s major field of experience.

- c) Please describe the State agency’s process to determine good cause if there is not an appropriate and available opening for an E&T participant.

If SNAP E&T providers do not have any appropriate and available openings in the E&T program a wait list would be developed, ABAWDS would be given priority, and referrals would cease. SNAP clients would be referred to other community employment programs, if available.

## XVI. Provider Determinations

*In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.*

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

Maximus is routinely informed they have the authority and responsibility to deem that participants are not fit for the E&T program. Maximus may make a provider determination from the time a participant is referred to the component until completion of the component. Maximus may place or switch participants in components based on their employability assessment, individualized employment goals, and abilities to assist in the participant’s success.

Maximus must notify eligibility staff when a participant has been determined not suited for the SNAP E&T program and why they are not suited for the SNAP E&T program within 10-days of determination by faxing or emailing the Employment and Training Client Status Form (DPHHS-HCS/SNAP-010) to the OPA Scanning unit.

Eligibility staff will receive a ‘task’ when the form is scanned into Perceptive (data

management system.)

The eligibility staff may consult Maximus for additional information that would assist in making the most suitable decision for the participant. It is possible for the eligibility staff to re-refer the participant back to the SNAP E&T program.

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

Once eligibility staff receive the task with the provider determination, the eligibility worker will attempt to contact the client to discuss the provider determination which also includes sending a general correspondence to the client within 10 days of receipt of the provider determination. The eligibility worker will discuss the following with the client as well as provide the following in the general correspondence letter sent in the mail. The eligibility worker & general correspondence will detail that a provider determination was received from Maximus, Montana's E&T Contractor. That the contractor has authority and responsibility to notify Montana DPHHS of their decision, and the client has been deemed ineligible for SNAP E&T services, and the client has not been disqualified from SNAP. If they are an ABAWD, they will accrue countable months towards the three-month participation limit the next full benefit month after the month they received the provider determination, unless the ABAWD fulfills the work requirement, has good cause or lives in a waived area or is otherwise exempt. The correspondence directs the client to contact the OPA within 10 days of receipt of the letter by calling 1-888-706-1535.

Eligibility staff will reassess the participant by taking one of the below steps: 1) Re-refer the client to the E&T program by re-screening for E&T appropriateness by following the SNAP E&T Referral and Screening Business Process. (2) Reassess the physical and mental fitness of the client. If the client is found to not physically or mentally fit the client is exempt from the work requirement. If the client is found to be physically and mentally fit the eligibility worker must consider if one of the other actions in this paragraph are appropriate for the client. (3) Coordinate with other federal, state or local workforce assistance opportunities or assistance programs to identify work opportunities or assistance for the client.

In the case of an ABAWD who has received a provider determination, the ABAWD will accrue countable months toward their three-month participation time limit the next full benefit month during which the eligibility staff notifies the ABAWD of the provider determination, unless ABAWD fulfills the work requirements or the ABAWD has good cause, lives in a waived area, or is otherwise exempt.

## **XVII. Participant Reimbursements**

*In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement*

payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

**Table E.I. Estimates of Participant Reimbursements**

<p>I. Estimated number of E&amp;T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&amp;T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p>1350</p>
<p>II. Estimated number of E&amp;T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.</p>	<p>113</p>
<p>III. Estimated budget for E&amp;T participant reimbursements in upcoming FY.</p>	<p>180,000</p>
<p>IV. Estimated budget for E&amp;T participant reimbursements per month in upcoming FY. (Row III/12)</p>	<p>15,000</p>
<p>V. Estimated amount of participant reimbursements per E&amp;T participant per month. (Row IV/Row II)</p>	<p>133</p>

**Participant Reimbursement Details**

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

- Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.

- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

**Table E.II. Participant Reimbursement Details**

*The following table should be completed with details that reflect the State agency’s policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.*

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
Transportation	N/A	SNAP E&T Provider	Fuel only card or bus pass purchased by the SNAP E&T contractor and distributed to the participant (reimbursement)
Pre-paid track phone and minutes	Pre-paid track phones and minutes are intended for SNAP E&T participants, who have no other way for potential employers to contact them.	SNAP E&T Provider	Provider purchases directly from the vendor. (reimbursement)
Tuition/fees for training	Classes no longer than six months	SNAP E&T Provider	Provider purchases directly from the vendor. (reimbursement)
Student activity fees	If required to participate in training	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Uniform	Limit three	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Interview attire	Limit two	SNAP E&T Provider	Provider purchases directly from the vendor

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
			(reimbursement)
Driver's License/Real ID	N/A	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Commercial Driver's License (CDL)	N/A	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Business License	Participant must have a business idea and need in their community	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Birth Certificate	N/A	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Identification/Real Id	N/A	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Apprenticeship Fees	N/A	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
College Transcripts	N/A	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Books/Training Manuals	Required for approved training	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Personal safety items	Must be necessary for pending employment and have verification of employer requirement	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Tools and equipment	Must be necessary for pending employment	SNAP E&T Provider	Provider purchases directly from the

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
	and have verification of employer requirements		vendor (reimbursement)
Union dues	Must be necessary for pending employment and have verification of employer requirement	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Background check/finger printing	Must be necessary for pending employment and have verification of employer requirement	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
TB Test	Must be necessary for pending	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Drug Test	Must be necessary for pending employment and have verification of employer requirement	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Legal Costs	Such as Criminal records expungement and Driver’s License Reinstatement fee of \$100 maximum, must have prior approval from DPHHS	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Automobile Repairs	\$100 maximum, must have prior approval from DPHHS	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
Wi-Fi Hotspots	Must be necessary for employment, training and/or participation in E&T	SNAP E&T Provider	Provider purchases directly from the vendor (reimbursement)
**Other participant reimbursements available on need to			



Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
need, case by case basis upon approval of SNAP E&T Coordinator. All costs must be reasonable, allowable, and necessary to be approved for supportive services.			

- c) If providing dependent care, specify payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

N/A - Dependent care expenses are not usually offered through Montana SNAP E&T, since community resources are available through Childcare and Development Block Grant. SNAP E&T contractor provides referrals if childcare is a barrier to employment.

- d) If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

Since Montana has a voluntary SNAP E&T program with a focus on ABAWDs, childcare issues will be considered on a case-by-case basis.

## XVIII. Work Registrant Data

*The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.*

- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide



information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

Montana’s SNAP eligibility staff enter mandatory work registrants using information entered in the CHIMES. Whenever a SNAP application is processed, or registration status changes, the eligibility staff go into the Work Registrant-Summary page and enters the individual’s current work registration status. An annual report has been designed to pull all non-exempt work registrants throughout Montana on October 1. This provides the basis for which all other data collected through the year is compared to.

b) Describe measures taken to prevent duplicate counting.

CHIMES tracks changes from one status to another, e.g., mandatory work registrants, statutory exemption, or individual exemption. A CHIMES ad hoc report shows the total work registrant population as of October 1, of the program year and excludes work registrants from being counted in additional months during the Federal Fiscal Year to prevent duplication. A monthly CHIMES ad hoc report providing monthly SNAP eligible new work registrant totals is run at the end of the month (October through September) of the program year.

## XIX. Outcome Reporting Measures

### National Reporting Measures

**Table E.III. National Reporting Measures**

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text. Outcome data is collected by E&T providers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

Combined Healthcare Information and Montana Eligibility System (CHIMES), TuaPath is being used by Maximus to collect participant data for the annual report and FNS-583 (this system is outside of CHIMES and all E&T providers, E&T Coordinator have access to the system).

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

N/A

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

N/A

**State Component Reporting Measures**

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

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

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

See information is section (a) above.

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

See information in section (a) above.

- g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

- h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

*Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).*

**Table E.IV. Component Outcome Measures**

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Example: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<p><i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</i></p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i></p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
Job Search Training (JST)	Number and percentage of participants that gained employment-after participating in JST	<p>Numerator will include those participants who gained employment after participating in the Job Search Training component during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the number of the participants that participated in Job Search Training during the period of 10-1-2024 to 9-30-2025.</p>
Job Search Training (JST)	Of those who gained employment after participating in JST, number and percentage of participants who increased their wage from previous job to their new job.	<p>Numerator will include those participants who meet the following two conditions during the period of 10-1-2024 to 9-30-2025: 1) gained employment after participating in the Job Search Training component and 2) reported a wage increase</p> <p>Denominator will include the number of the participants who gained employment after participating in Job Search Training during the period of 10-1-2024 to 9-30-2025.</p>

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

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

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

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

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

**Table F.I. Pledge Assurances**

<b>Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).</b>	<b>Check Box</b>
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 <sup>st</sup> to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

b) Where will the State agency offer qualifying activities?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## G. Component Detail

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

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

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

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

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

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

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

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	
Direct link	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	Job Search Training (JST)
Description of the component	<p>Job Skills Training enhances job readiness, through training or education of job skills required by an employer to provide an individual with the ability to obtain employment. Job readiness activities may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Job Skills assessment</li> <li>• Resume writing</li> <li>• Interviewing techniques</li> <li>• Soft skills classes (Such as: self-image development of appropriate work behavior and attitudes)</li> </ul> <p>This component centers on pre-employment training to remove barriers from employment to directly enhance the employability of participants. JST is a non-qualifying component.</p> <p>The participant will participate in 20 hours of allowable SNAP E&amp;T activities per week or 80 hours in a 30-day period not to exceed 120 hours in any one month.</p>

Target population	Montana’s target population is SNAP E&T participants who are work ready and need to enhance soft skills to secure unsubsidized employment.
Criteria for participation	Need soft skill development and in order to prepare for participant’s continued job search.
Geographic area	All Montana SNAP E&T providers will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties will be provided statewide by Maximus.
E&T providers	The SNAP E&T sole Contractor, Maxmus, will provide this component to SNAP eligible residents in Cascade, Deer Lodge, Gallatin, Lewis & Clark, Missoula, and Silver Bow counties. Maximus has two subcontractors that will also provide this component in their counties: District 7 Human Resources Development Council (HRDC7) is the E&T provider in Yellowstone County and Big Horn County and Community Action Partnership of Northwest Montana (CAPNW) is the E&T provider for Lincoln County and Flathead County.
Projected annual participation	400
Estimated annual component costs	\$401,200

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

Details	Job Retention (JR)
Description of the component	Job Retention assists participants by providing supportive services for a minimum of 30 and maximum of 90 days of the participant’s new employment. Job retention services must be reasonable and necessary may include supportive services and case management.
Target population	Newly employed SNAP E&T participants that could use extra support to maintain their employment.
Criteria for participation	To be eligible for Job Retention supportive services the SNAP E&T participant must have obtained employment after participating in an E&T component.
Geographic area	All Montana SNAP E&T providers will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties will be provided statewide by Maximus.
E&T providers	The SNAP E&T sole Contractor, Maxmus, will provide this component to SNAP eligible residents in Cascade, Deer Lodge, Gallatin, Lewis & Clark, Missoula, and Silver Bow counties. Maximus has two subcontractors that will also provide this component in their counties: District 7 Human Resources Development Council (HRDC7) is the E&T provider in Yellowstone County and Big Horn County and Community Action Partnership of Northwest Montana (CAPNW) is the E&T provider for Lincoln County and Flathead County.
Projected annual participation	200
Estimated annual component costs	\$200,600

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

Details	Self-Employment Training (SET)
Description of the component	Self-Employment component offers training to improve the employability of participants to design and operate a small business or another self-employment venture. The Self-

	<p>Employment component will guide participants with sound business ideas for those lacking the skills and knowledge to successfully create and implement a plan for self-employment. SNAP E&amp;T participants receive technical assistance in developing business plans and in creating financial marketing plans. Participants also learn how to access small business grants and other business support services.</p> <p>The participant will participate in 20 hours of allowable SNAP E&amp;T activities per week or 80 hours in a 30-day period not to exceed 120 hours in any one month.</p>
Target population	<p>Montana’s target population is ABAWD participants, prior to exhausting their time limited benefits, that are interested in becoming self-employed.</p>
Criteria for participation	<p>Participants must have a business idea and a demonstrated need for that business in their community (using available community workforce data).</p>
Geographic area	<p>All Montana SNAP E&amp;T providers will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis &amp; Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties will be provided statewide by Maximus.</p>
E&T providers	<p>The SNAP E&amp;T sole Contractor, Maxmus, will provide this component to SNAP eligible residents in Cascade, Deer Lodge, Gallatin, Lewis &amp; Clark, Missoula, and Silver Bow counties. Maximus has two subcontractors that will also provide this component in their counties: District 7 Human Resources Development Council (HRDC7) is the E&amp;T provider in Yellowstone County and Big Horn County and Community Action Partnership of Northwest Montana (CAPNW) is the E&amp;T provider for Lincoln County and Flathead County.</p>
Projected annual participation	<p>35 (last year plus 20% increase)</p>
Estimated annual component costs	<p>\$100,300</p>

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

Details	Workfare (W)
Description of the component	<p>Workfare (W) provides individuals with an opportunity to gain work experience and useful workplace skills at a supervised worksite. In lieu of wages, W participants receive compensation in the form of their household’s monthly SNAP allotment.</p> <p>Worksites and worksite agreements are developed and executed by the SNAP E&amp;T provider with non-profit worksites. Each E&amp;T provider has signed an agreement with the worksite that outlines requirements for working conditions and requires data exchanges such as reporting participation hours. By state law Worker’s Compensation insurance must be provided for participants in the Workfare component only for the hours the SNAP E&amp;T participant is contracted to work. The hours required for this component are equal to the number of hours equal to the household’s allotment for that month divided by the higher of the applicable Federal or State minimum wage.</p>
Target population	Montana’s target population is ABAWD participants with limited work experience, prior to exhausting their time limited benefits.
Criteria for participation	Need work experience in key duties associated with a worksite.
Geographic area	All Montana SNAP E&T providers will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties will be provided statewide by Maximus.
E&T providers	<p>The SNAP E&amp;T sole Contractor, Maxmus, will provide this component to SNAP eligible residents in Cascade, Deer Lodge, Gallatin, Lewis &amp; Clark, Missoula, and Silver Bow counties. Maximus has two subcontractors that will also provide this component in their counties: District 7 Human Resources Development Council (HRDC7) is the E&amp;T provider in Yellowstone County and Big Horn County and Community Action Partnership of Northwest Montana (CAPNW) is the E&amp;T provider for Lincoln County and Flathead County.</p> <p>The Maximus Outreach team conducts outreach to local employers who may be interested in becoming a Workfare site</p>

	for SNAP E&T participants. Initial discussions with potential providers include: what it means to be a workfare site and the benefits to the provider, participant, and community, the process for receiving Workfare participants from the E&T provider, and progress reporting for Workfare participants. If the provider is interested in becoming a Workfare site, the E&T provider works with them to complete the Workfare Agreement.
Projected annual participation	50
Estimated annual component costs	\$200,600

## XXI. Educational Programs

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

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



to the E&T program are not supplanting funds used for other existing education programs.

- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>Basic education is designed to assist the participant achieve basic literacy needed to secure unsubsidized employment. Basic education activities may include high school, alternative high school, High School Equivalency Test (HiSET), or basic/remedial education programs. These activities may be done in a traditional as well as alternative approaches. What constitutes a reasonable length of time monthly is determined by the SNAP E&amp;T staff after considering information provided by the instructors. The participant must have regular and consistent weekly attendance.</p> <p>The participant will participate in 20 hours of allowable SNAP E&amp;T activities per week or 80 hours in a 30-day period not to exceed 120 hours in any one month.</p>
Target population	Montana’s target population is SNAP E&T participants who are in need basic education to secure unsubsidized employment.
Criteria for participation	Participants who have: (1) reading skills below 7th grade level, (2) not completed high school or HiSET, will be referred to appropriate educational activities at either a Career Learning Center or other community based educational institution.
Geographic area	All Montana SNAP E&T providers will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties will be provided statewide by Maximus.
E&T providers	SNAP E&T provider Maxmus will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties.

Projected annual participation	60 (last year plus 20% increase)
Estimated annual component costs	\$150,450
Not supplanting	50/50 match funds used to fund educational activities are from a non-federal source, as DPHHS provides current contractor with State non-federal funds from State SNAP Bonus funds which have become State general revenue. Federal E&T funds used for activities within the education component are not supplanting non-Federal funds for existing educational services and activities
Cost parity	SNAP E&T participants are not charged more than non- E&T participants for educational services or activities. If a class is not just SNAP E&T participants, it is cost allocated proportionally. During management evaluations the SNAP E&T Coordinator verifies with the training provider or educational institution that SNAP E&T participants are charged the same cost as non-SNAP E&T participants. SNAP E&T Coordinator also verifies that costs are reasonable and necessary for the client’s participation in the component.

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

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	<p>The Vocational Education component offers participants an opportunity to access skills that target specific employer needs. Training can be offered by an educational institution, a learning center, employer, or related institution. VE includes referrals to classes such as:</p> <ul style="list-style-type: none"> <li>--Flagging/Construction/Welding</li> <li>--Computer/Office Assistant</li> <li>--Certified Nurse’s Aide (CNA)</li> <li>--Certified Driver’s License (CDL)</li> <li>--Phlebotomy/Certified Medical Assistant (CMA)</li> </ul> <p>Short term classes limited to 6 months, unless otherwise approved by DPHHS and FNS.</p>

	The participant will participate in 20 hours of allowable SNAP E&T activities per week or 80 hours in a 30-day period not to exceed 120 hours in any one month.
Target population	Montana’s target population is SNAP E&T participants who are in Vocational Training to secure unsubsidized employment.
Criteria for participation	Participants must have a desire to obtain specific skills and knowledge that lead to employment.
Geographic area	All Montana SNAP E&T providers will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties will be provided statewide by Maximus.
E&T providers	SNAP E&T provider Maxmus will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties.
Projected annual participation	90 (last year plus 20% increase)
Estimated annual component costs	\$275,825
Not supplanting	50/50 match funds used to fund educational activities are from a non-federal source, as DPHHS provides current contractor with State non-federal funds from State SNAP Bonus funds which have become State general revenue. Federal E&T funds used for activities within the education component are not supplanting non-Federal funds for existing educational services and activities.
Cost parity	SNAP E&T participants are not charged more than non- E&T participants for educational services or activities. If a class is not just SNAP E&T participants, it is cost allocated proportionally. During management evaluations the SNAP E&T Coordinator verifies with the training provider or educational institution that SNAP E&T participants are charged the same cost as non-SNAP E&T participants. SNAP E&T Coordinator also verifies that costs are reasonable and necessary for the client’s participation in the component.

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

Details	English Language Acquisition (EPEL)
Description of the component	EPEL is for non-English speaking individuals who need additional assistance in formal grammar, vocabulary, and pronunciation of spoken and written English to help advance their search and attainment of employment.
Target population	Montana’s target population is SNAP E&T participants who are interested in English Language Acquisition.
Criteria for participation	SNAP E&T participants may be referred for testing, counseling, and educational resources at public community colleges, adult education centers, state, or local agencies, online language learning or to programs which sponsor such activities.
Geographic area	All Montana SNAP E&T providers will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties will be provided statewide by Maximus.
E&T providers	SNAP E&T provider Maxmus will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties.
Projected annual participation	10
Estimated annual component costs	\$10,030
Not supplanting	50/50 match funds used to fund educational activities are from a non-federal source, as DPHHS provides current contractor with State non-federal funds from State SNAP Bonus funds which have become State general revenue. Federal E&T funds used for activities within the education component are not supplanting non-Federal funds for existing educational services and activities
Cost parity	SNAP E&T participants are not charged more than non- E&T participants for educational services or activities. If a class is not just SNAP E&T participants, it is cost allocated proportionally. During management evaluations the SNAP E&T Coordinator verifies with the training provider or educational institution that SNAP E&T participants are charged the same cost as non-SNAP E&T participants.

	SNAP E&T Coordinator also verifies that costs are reasonable and necessary for the client’s participation in the component.
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**Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs**

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

**Table G.X. Educational Program Details: Work Readiness Training**

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

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

<b>Details</b>	<b>Other (EPO): State agency must provide description</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

## XXII. Work Experience (WE)

*Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.*

### Work Activity and Unsubsidized WBL Components

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

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

**Table G.XII. Work Experience: Work Activity**

<b>Details</b>	<b>Work Activity (WA)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XIII. Work Experience: Internship**

<b>Details</b>	<b>Internship (WBLI)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	



**Table G.XIV. Work Experience: Pre-Apprenticeship**

<b>Details</b>	<b>Pre-Apprenticeship (WBLPA)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XV. Work Experience: Apprenticeship**

<b>Details</b>	<b>Apprenticeship (WBLA)</b>
Description of the component	<p>Offers participants a combination of on-the-job training and related instruction to improve employability. Participants move promptly into regular or private employment. Contains planned, structured learning experience that takes place in a workplace, and operated for a limited time. Is performed in private for-profit sector, the non-profit sector, or the public sector. Follows the Fair Labor standards ACT (FLSA) if there is an employee/employer relationship.</p> <p>Participants learn the practical and theoretical aspects of a skilled occupation. Can be sponsored by individual employer, joint employers and labor groups, and/or employer associations. WBLA includes apprenticeships such as:</p> <ul style="list-style-type: none"> <li>-- Electrician</li> <li>-- Plumber</li> <li>-- HVAC systems</li> </ul> <p>The participant will participate in 20 hours of allowable SNAP E&amp;T activities per week or 80 hours in a 30-day period not to exceed 120 hours in any one month.</p>
Target population	<p>Montana’s target population is SNAP E&amp;T participants who are interested in apprenticeship to secure unsubsidized employment.</p>
Criteria for participation	<p>Participants must have a desire to obtain specific skills and knowledge that lead to unsubsidized employment.</p>

Geographic area	All Montana SNAP E&T providers will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties will be provided statewide by Maximus.
E&T providers	SNAP E&T provider Maxmus will provide this component to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow and Yellowstone counties.
Projected annual participation	25
Estimated annual component costs	\$25,075

**Table G.XVI. Work Experience: On-the-Job Training**

<b>Details</b>	<b>On-the-Job-Training (WBLOJT)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XVII. Work Experience: Transitional Jobs**

<b>Details</b>	<b>Transitional Jobs (WBLTJ)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XVIII. Work Experience: Work-based learning - Other**

<b>Details</b>	<b>Work-based learning - Other (WBLO): State agency must provide description</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

## Subsidized WBL Components

For assistance with developing the State’s E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

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

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

**Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T**

<b>Details</b>	<b>Internship – Subsidized by E&amp;T (WBLI - SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T**

<b>Details</b>	<b>Pre-Apprenticeship– Subsidized by E&amp;T (WBLPA-SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T**

<b>Details</b>	<b>Apprenticeship – Subsidized by E&amp;T (WBLA- SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T**

<b>Details</b>	<b>Transitional Jobs – Subsidized by E&amp;T (WBLTJ - SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T**

<b>Details</b>	<b>Work-based learning - Other -Subsidized by E&amp;T (WBLO - SUB): State agency must provide description)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	



## H. Estimated Participant Levels

*Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.*

- a) If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

N/A
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## I. Contracts/Partnerships

*For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)*

**Table I.I. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Maximus</b>
<b>Service Overview:</b>	The contractor will oversee subcontracts to ensure SNAP E&T services provide weekly face to face case management, conduct orientation, an initial assessment of employability and barriers to employment for each enrolled participant, and develop an employability plan to achieve the participant’s employment goals, and provide and monitor 20 hours per week of activities, hours of participation may vary if participating in the Workfare component. Provide referrals to community resources and childcare to overcome barriers to employment. Issue participant reimbursement necessary to obtain and maintain employment. Maintain participant records reporting, hard or electronic case files on each SNAP E&T participant and submit monthly reports to the DPHHS. Notify the SNAP eligibility staff of the participant status in the SNAP E&T program.
<b>Intermediary:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	<ul style="list-style-type: none"> <li>• Job Search Training – (JST)</li> <li>• Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</li> <li>• Workfare – (WF)</li> <li>• Educational Program, Career and/or Technical Education Programs or Other Vocational Training (EPC)</li> </ul>

<b>Contract or Partner Name:</b>	<b>Maximus</b>
	<ul style="list-style-type: none"> <li>• Self-Employment – (SET)</li> <li>• Job Retention – (JR)</li> <li>• Work-based learning, Apprenticeships (WBLA)</li> <li>• English Language Acquisition (EPEL)</li> </ul>
<b>Credentials Offered:</b>	None
<b>Participant Reimbursements Offered:</b>	See Section XVII: Participant Reimbursement
<b>Location:</b>	Helena, MT
<b>Target Population:</b>	Maximus will provide E&T services to SNAP eligible residents in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis & Clark, Lincoln, Missoula, Silver Bow, and Yellowstone counties.
<b>Monitoring of contractor:</b>	See Section VII.c): Organizational Relationships
<b>Ongoing communication with contractor:</b>	See Section VII.c): Organizational Relationships
<b>Total Cost of Agreement:</b>	\$671,719 (Estimated FY2025 without accounting for additional 100% funding)
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Table I.II. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	
<b>Service Overview:</b>	
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	
<b>Location:</b>	
<b>Target Population:</b>	
<b>Monitoring of contractor:</b>	
<b>Ongoing communication with contractor:</b>	
<b>Total Cost of Agreement:</b>	
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Table I.III. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	
<b>Service Overview:</b>	
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	
<b>Location:</b>	
<b>Target Population:</b>	
<b>Monitoring of contractor:</b>	
<b>Ongoing communication with contractor:</b>	
<b>Total Cost of Agreement:</b>	
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Table I.IV. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	
<b>Service Overview:</b>	
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	
<b>Location:</b>	
<b>Target Population:</b>	
<b>Monitoring of contractor:</b>	
<b>Ongoing communication with contractor:</b>	
<b>Total Cost of Agreement:</b>	
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Table I.V. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	
<b>Service Overview:</b>	
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	
<b>Location:</b>	
<b>Target Population:</b>	
<b>Monitoring of contractor:</b>	
<b>Ongoing communication with contractor:</b>	
<b>Total Cost of Agreement:</b>	
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## J. Budget Narrative and Justification

*Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.*

**Table J.I. Direct Costs**

<p><b>Salary/Wages:</b> List staff positions in FTE and time spent on the project.                  Example: E&amp;T Program Manager - \$60,000 x .50 FTE = \$30,000                  5 E&amp;T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>SNAP E&amp;T Coordinator Salary:</p> <p style="text-align: right;">1 FTE = \$63,398.40</p>
<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	<p>SNAP E&amp;T Coordinator Fringe (30%):</p> <p style="text-align: right;">\$19,019.52</p>
<p><b>Contractual Costs:</b> All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&amp;T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&amp;T program services, IT services, consulting, etc.</p>	<p style="text-align: right;">Direct E&amp;T services</p> <p style="text-align: right;">\$491,719.08 (10/1/2024-9/30/2025)</p>
<p><b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&amp;T funds.</p>	<p style="text-align: right;">\$0.00</p>
<p><b>Materials:</b> Describe materials to be purchased with E&amp;T funds.</p>	<p>Office Supplies:</p> <p style="text-align: right;">\$1000.00</p>
<p><b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&amp;T program. This line item should not include E&amp;T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&amp;T grant.</p>	<p>DPHHS staff will travel to provide SNAP E&amp;T training to Maximus and monitor local SNAP E&amp;T programs sites. DPHHS staff will attend any regional or national FNS SNAP E&amp;T trainings.</p> <p style="text-align: right;">\$11,681.00</p>

	(Estimated six in-state trips and one out of state trip)
<b>Building/Space:</b> If charging building space to the E&T program, describe the method used to calculate space value.	\$0.00
<b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	None

- a) **Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

See attachment A: Indirect cost rate plan approval letter. \$20,290

- b) **Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).** Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

\$180,000



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Portfolio  
Cost Allocation Services

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August 18, 2023

Marci Lewandowski  
Fiscal Operations Bureau Chief  
Business & Financial Services Division  
Montana Department of Public Health & Human Services  
P. O. Box 4210  
Helena, MT 59604

Re: Montana Department of Public Health & Human Services PACAP Amendment 2019-1

Dear Marci Lewandowski:

This letter provides approval of the Montana Department of Public Health & Human Services Cost Allocation Plan (Plan) amendment, which was transmitted by letter dated September 28, 2018. This amendment, which was submitted in accordance with 45 CFR Part 95, Subpart E, is effective July 1, 2018.

Acceptance of the actual costs in accordance with the approved Plan is subject to the following conditions:

1. The information contained in the Plan and provided by the State in connection with our review of the Plan is complete and accurate in all material respects.
2. The actual costs claimed by the State are allowable under prevailing cost principles, program regulations and law.
3. The claims conform with the administrative and statutory limitations against which they are made.
4. Submission of the next proposal which includes the allocation of administrative cost to Medicaid waivers.
5. Submission of the next proposal which includes Quality Assurance measures that provide oversight & monitoring of RMTS responses.

This approval relates only to the methods of identifying and allocating costs to programs, and nothing contained herein should be construed as approving activities not otherwise authorized by approved program plans or Federal legislation and regulations.