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A. Cover Page and Authorized Signatures

State: Maine

State Agency Name: Department of Health and Human Services - Office for Family Independence

Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments): August 1, 2023

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)

_____ Date

Certified By:

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

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

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
ACES	Automated Case Eligibility System
CAP	Community Action Program
CSSP	Community Skills Scholarship Program
DHHS	Department of Health and Human Services
ESL	English as a Second Language
E&T	Employment and Training Program
FFD	Family Futures Downeast, a Maine SNAP E&T provider
FNS	Food and Nutrition Services
FY	Fiscal Year
GA	General Assistance
GWNNE	Goodwill of Northern New England
HOPE	Higher Opportunities for Pathways to Employment
ITO	Indian Tribal Organization
MDOL	Maine Department of Labor
MEOC	Maine Educational Opportunity Center
NWDB	Northeastern Workforce Development Board
OFI	Office for Family Independence, an office within Maine DHHS responsible for implementing the SNAP program
PaS	Parents as Scholars Program, a TANF educational program
SCEC	Sunrise County Economic Council, the fiscal agent for Family Futures Downeast and Start Up Downeast SNAP E&T programs
SLA	Strengthen Lewiston/Auburn, a SNAP E&T Program
SNAP	Supplemental Nutrition Assistance Program
SUDE	Start Up Downeast, a SNAP E&T program operated by SCEC
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WCCC	Washington County Community College
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

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.	Check Box
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))	<input checked="" type="checkbox"/>
II. The E&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&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	<input checked="" type="checkbox"/>

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

I. Summary of E&T Program

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.

Maine Department of Health and Human Services (DHHS), Office for Family Independence (OFI) administers Maine's Supplemental Nutrition Assistance Program (SNAP) Employment and Training program (SNAP E&T). Maine SNAP E&T contracts with community-based providers with expertise in employment and training to cover allowable SNAP E&T service components including Job Search Training, Educational (basic and post-secondary), Work Experience, Pre-Apprenticeships, Apprenticeships, and Job Retention. Each contracted provider has unique programming that delivers case management in addition to one or more SNAP E&T components. All SNAP E&T providers also distribute participant reimbursements to remove barriers that may impact successful completion of SNAP E&T. Maine SNAP E&T's wide variety of options allows for a continuum of services ranging from short-term Job Search Training to post-secondary degrees that support regular employment and professional career development. Case management is a critical function that is federally required and integrated into all of these components at every agency contracting with Maine OFI. Maine SNAP E&T also partners with the Maine Department of Labor Competitive Scholarship Program (CSSP), and the Department of Health and Human Services HOPE program, co-enrolling participants as appropriate.

Providers select which components of SNAP E&T their agency will contract to deliver based on their expertise, so services vary by provider and by the geographic areas provider agencies serve. All providers must deliver at minimum one SNAP E&T component and case management in addition to reimbursing participant reimbursements required to complete SNAP E&T programming. All SNAP E&T providers are contractually required to assure that services meet the standards of each component delivered as outlined in the federal SNAP E&T Toolkit at <https://www.fns.usda.gov/snap/employment-training-program-toolkit>. While these providers do not deliver services in the educational component, they assist participants with enrollment and pay tuition on behalf of participants to educational institutions. Through its three contracts with providers located throughout the state and one Memorandum of Understanding (MOU) with Maine DOL Competitive Skills Scholarship Program (CSSP), Maine SNAP E&T delivers statewide services.

Maine SNAP E&T staff review Maine DOL data and rely on expertise of contracted WIOA/SNAP E&T providers to assure that state and local workforce needs are considered in the development of and implementation of SNAP E&T programming. As an example, at the State level, a list of occupations that are high-wage and in demand in Maine is utilized as the list for determining post-secondary educational programs approvable for Maine SNAP E&T participants. This list is at: <https://www.mainecareercenter.gov/docs/2021/cssp/CSSP2021HighWageInDemandlist.pdf>.

At the local level, one of Maine's SNAP E&T providers is also a WIOA provider whose expertise includes knowledge of local workforce needs in close collaboration with local employers. This relationship benefits Maine SNAP E&T participants by increasing their workforce development and job opportunities. Maine SNAP E&T also works in collaboration with other workforce development initiatives, including current DHHS initiatives to increase availability of health workers (<https://www.maine.gov/healthcaretrainingforme/>), and most recently with a local chamber of commerce that understands and supports the needs of its local employers.

Is the State's E&T program administered at the State or county level?

State level

(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

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.

Statewide services are available remotely for participants enrolled in post-secondary education. Providers also serve specific catchment areas with in-person services. The Department works with willing and qualified providers to enroll them, and they select which areas they can serve. The providers and their catchment areas are as follows:

Competitive Skills Scholarship Program: Statewide

Goodwill NNE: Augusta/Waterville, Lewiston/Auburn, Bangor/Belfast, Portland/York County. Remote services for post-secondary education statewide

Strengthen L/A: Lewiston/Auburn area

Sunrise County Economic Council (Family Futures Downeast and Start Up Downeast): Hancock and Washington County

Provide a list of the components offered.

Maine hopes to add Pre-Apprenticeship and registered Apprenticeship components in this fiscal year and continues to work with Providers on this development. Work Experience components that are not designated as registered Apprenticeships with Maine Department of Labor will also be implemented. Maine worked with the NERO office and Maine Department of Labor on strategies to implement registered apprenticeships, which are further detailed in the Apprenticeship section of this Plan. Maine hopes that Providers will have more capacity to implement these work components post Public Health Emergency.

Goodwill NNE operates a Statewide Learning Network to support participants statewide with attendance at community colleges and other post-secondary educational programs. One contracted provider (Strengthen L/A) will expand services this year.

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

Maine SNAP E&T is supported by rules promulgated through the Maine's Administrative Procedures Act rulemaking process, and the Chapter 609 SNAP Employment and Training Program rules are found at:

<https://www.maine.gov/sos/cec/rules/10/chaps10.htm#144>.

Maine SNAP E&T Program website: <https://www.maine.gov/dhhs/ofi/programs-services/food-supplement/fset>.

Overarching support for the SNAP E&T program is provided through SNAP rules in Chapter 301: Supplemental Nutrition Assistance Program (SNAP) rules at:

<https://www.maine.gov/sos/cec/rules/10/144/144c301.docx>.

II. Program Changes

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

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.

No other major changes are anticipated in this year.

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.

Maine SNAP E&T expects to continue to encourage flexibility in delivery mode of services, including remote programming as necessary post Public Health Emergency. While in-person contact is preferred for case management and E&T components, the State Agency will work with providers to increase programming opportunities and flexibility using lessons learned during required remote programming.

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.

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 SNAP E&T team meets with staff from the Maine Department of Labor, which oversees the State workforce development board in Maine. State Agency staff met with the State Workforce Director, Christopher Quint, on June 5, 2023, to consult on E&T. During this meeting, State Agency staff consulted on high wage and in demand workforce needs in Maine and learned that in addition to the posted list of occupations already used by Maine SNAP E&T, Maine DOL sees particular high needs for workers in the industry specific areas of hospitality, healthcare, retail, forestry, and tourism. The State Agency staff also confirmed that the list on the Maine DOL website remains the latest list of high wage and in-demand occupations. Staff discussed the State Workforce upcoming 10-year Strategic planning process starting and how this will feed into the upcoming WIOA Unified Planning process. DOL has committed to including DHHS staff including SNAP E&T at the table for this process and will invite SNAP E&T to be part of the Workforce Training committee in the future.

Maine State Agency staff also have additional strategies to coordinate with the workforce development system by working with local WIOA providers. Through its contract with Goodwill of Northern New England, Maine SNAP E&T has the benefit of contracting with the local WIOA providers for the six coastal counties.

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.

In addition to working with the State and local workforce development boards, Maine SNAP E&T also works with a Chamber of Commerce as an E&T provider, which represents multiple employers in the Lewiston/Auburn area and has direct employment referrals for SNAP E&T participants. This model will hopefully increase direct employer linkages with Maine SNAP E&T.

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.

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.

N/A

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).

Maine SNAP E&T contracts with a local WIOA provider to deliver SNAP E&T services in coordination with WIOA. Providers are responsible for determining which program (WIOA or SNAP E&T) can cover the particular needs of each participant on a case by case basis. Providers are incentivized to utilize WIOA funding first, as the agency receives 100% funding for these allowable activities. Since SNAP E&T is reimbursed at 50%, providers utilize these funds after other funding is exhausted. Case noting is used to indicate what other funding is used for the IEP. The E&T Coordinator reviews all services and participant reimbursements to assure no duplication.

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

Yes

No

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.

Maine OFI oversees multiple benefits, including SNAP, TANF and GA programs, so staff have strong collaboration among programs. The Maine HOPE program funds post-secondary education for families that are financially eligible for TANF though not currently enrolled in TANF. SNAP E&T and HOPE staff co-enroll participants and coordinate services to assure no duplication.

The OFI oversees the ACES eligibility system that determines eligibility for SNAP, TANF, and other benefits, so staff are able to determine specific eligibility status for each of these programs as needed and communicate this status to provider agencies in the monthly roster. Eligibility staff are trained on enrollment and certification for all of these benefits.

While SNAP E&T program staff consult with the GA Program Manager at OFI, service coordination with GA is primarily conducted by SNAP E&T contracted agencies routinely assisting their clients seeking GA at local municipalities. Client-specific GA information is not stored in ACES. SNAP E&T staff annually do presentations to the State's municipal GA program staff to increase awareness of SNAP E&T opportunities. GA programs frequently refer clients directly to E&T providers in their area.

Maine SNAP E&T has one contracted provider that also serves clients receiving other public benefits, including TANF. Those receiving TANF are not enrolled in SNAP E&T. These SNAP E&T services are delivered by Family Futures Downeast (FFD). SNAP E&T staff confirm on the monthly roster which participants are eligible for SNAP E&T in the given month (those enrolled in SNAP but not receiving a TANF cash benefit) and regularly meet with agency staff to coordinate and assure no duplication of services. Because the State Agency also determines eligibility for TANF, this eligibility information is available to the SNAP E&T team to assist providers in coordination and correct determination of SNAP E&T eligibility.

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).

The SNAP E&T program includes the Maine DOL Competitive Skills Scholarship Program (CSSP) as one of its providers. This state funded initiative funds post-secondary education for low-income Maine residents. The CSSP program is further detailed at: <https://www.mainecareercenter.gov/cssp.shtml>.

Maine DHHS oversees the Childcare Subsidy Program (CCSP), and OFI requires SNAP E&T participants seeking childcare reimbursement to apply for this financial assistance. If participants are not eligible for childcare reimbursement through CCSP, childcare is reimbursed through the SNAP E&T program.

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.

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.)*

Name the ITOs consulted.

Candy Ewer, Director of Education and Career Services, Penobscot Nation (Tribal WIOA provider), oversees workforce initiatives and the Tribal WIOA program for all four federally recognized tribes in Maine. Ms. Ewer has responsibility for all workforce development initiatives for all four of Maine's federally recognized tribes and oversees the Tribal WIOA program that serves these four tribes.

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).

State Agency staff met with the ITO WIOA provider on May 12, 2023 to discuss SNAP E&T and WIOA programming at the four sites served by Maine's WIOA tribal provider. The SNAP E&T team and the Tribal WIOA provider discussed collaboration and needs of tribal members for employment and training services. This collaboration was conducted consistent with Maine DHHS policy at:

<https://www.maine.gov/dhhs/docs/dhhs-tribal-collaboration-policy>.

Currently the WIOA provider uses federal funding provided through WIOA, and indicates it does not have any non-federal funding available. It was agreed that due to no non-federal funding being available, it is not feasible at this time for the Tribal WIOA provider to become a SNAP E&T provider. Maine SNAP E&T will continue to do presentations and outreach to the staff identified as adult education providers and will work with Ms. Ewer to identify any additional potential collaboration. Ms. Ewer and her adult education counterparts at each tribal location will refer clients as they think appropriate to SNAP E&T providers and the SNAP E&T team will regularly contact her staff to remind them of SNAP E&T opportunities. Future meetings are being planned for the upcoming year to see if collaboration can be strengthened.

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.

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

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)

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)).

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.)

All SNAP recipients and work registrants are exempted from mandatory SNAP E&T participation.
--

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

N/A

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: Participants who are currently disabled but able to work in the field for which they are seeking training upon completion of training.

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.

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.

The SNAP E&T program is administered by the Special Projects SNAP team, under leadership of the SNAP Senior Program Manager. The Special Projects team is separate from the certification unit and functions of the SNAP program, though the SNAP E&T Coordinator maintains close working relationship with ES Supervisors to

assure all staff have current SNAP E&T information. The SNAP E&T team contracts with community-based agency providers for provision of service. OFI also relies upon DHHS Division of Contract Management for assistance with execution of contracts, payment of invoices, and financial oversight and auditing. The SNAP E&T team monitors providers to standards outlined in promulgated rules and contracts and federal guidelines and conducts annual management evaluation visits for each provider.

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

The SNAP E&T team meets regularly with eligibility staff in regional offices to coordinate referrals and communicate SNAP E&T availability. The SNAP Special Projects Manager also participates in monthly Program Administrator/Program Manager meetings where regional office operations (including the certification process) are discussed and E&T updates are provided as appropriate.

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.

Maine's SNAP E&T enrollment data is shared manually in monthly rosters sent by each provider to the SNAP E&T team. Maine SNAP E&T utilizes Goodwill NNE's Job Connection tool to store all client specific data for all contracted providers and the CSSP program, and this data warehouse includes IEPs, progress notes, records and receipts of participant reimbursements, and other information.

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.

The state eligibility system (ACES) does not store any E&T data except notes entered manually by the SNAP E&T team confirming SNAP E&T enrollments. The SNAP E&T Coordinator regularly accesses the ACES database to confirm SNAP enrollment and SNAP E&T eligibility for monthly rosters, but does not process SNAP certifications and enrollment.

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

The State Agency shares policies and procedures and other information with providers primarily through email and also in updates during regularly scheduled standing meetings.

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.

The SNAP E&T team conducts site visits for providers at least annually to monitor operations. All program information is reviewed by the SNAP E&T team. All fiscal information is reviewed by both program staff and DHHS Division of Contract Management (DCM) staff on a monthly basis on invoices submitted to the Department and in receipts housed in the Job Connection tool. This is compared to contract budgets approved by the DHHS DCM Budget office. All invoices are received and reviewed by the DHHS DCM to assure that all Department invoices meet State purchasing requirements. Contracts are subject to cost settlement and audit by the DHHS Audit Division.

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).

Performance and outcome measures are identified in contracts and are reviewed in the quarterly and annual performance reports submitted by providers.

VIII. Screening for Work Registration

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

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

Information is gathered by eligibility staff during the application and recertification process and entered and updated in ACES. Further detail is obtained as necessary during the interview process (while interviews are currently waived due to the PHE, any questions or unclear information obtained is followed up on). The information is stored in ACES. ACES has a decision tree that flags all applicants meeting work registration and ABAWD accurately.

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.?

Work Registration status is determined automatically by the agency's ACES eligibility system, by flagging all recipients who meet federal SNAP work registration requirements identified in 7 CFR 273.7(b)(1). ACES runs through a decision tree analysis of all SNAP recipients and assigns a flag for those identified as Work Registrants or ABAWDs. Individual identification numbers in queries are used to ensure no duplication in counts.

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

An automated letter is created and sent when the applicant is certified that identifies and explains work registration status and applicable work requirements.

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).

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.)*

Maine considers all Work Registrants and ABAWDS appropriate for referral to SNAP E&T, and confirmation of this status is the primary screening conducted by Eligibility staff to refer all work registrants and ABAWDs to SNAP E&T opportunities during the interview process at certification. SNAP E&T is referenced in Work Registration and ABAWD materials and notices. SNAP E&T staff routinely meet with ES to inform them of SNAP E&T opportunities and providers so that they can effectively refer recipients. Interviews have been waived during the PHE, but the SNAP E&T team continues to meet with ES staff in regional offices to assure that they are up to date on SNAP E&T and current providers, so that referrals can be made. The SNAP E&T team meets with the OFI Training Unit to enhance SNAP E&T training and post SNAP E&T information and current providers on Streamline Maine, the OFI's web-based dashboard for all staff. Additional assessment is conducted by Providers and then provided to the SNAP E&T Team for further consideration of SNAP E&T fit.

The same criteria apply to Non-Work Registrants and non ABAWDs. The referral process from the State Agency may vary however, as Eligibility Specialists (ES) will not be required to discuss with and refer non-Work Registrants and non ABAWDs to SNAP E&T, as this discussion of work requirements including SNAP E&T is prompted at certification when an applicant is flagged as a WR or ABAWD. However, any applicant who expresses interest in training at certification/re-certification, will be referred to Maine's voluntary SNAP E&T program by the Eligibility Specialist. Currently there is a waiver for phone interviews, unless needed, to make a final decision on benefits. Most referrals for Maine SNAP E&T are reverse referrals, so non WR and non ABAWDs often learn of SNAP E&T from other community agencies they get services from.

There are additional state-specific screening criteria beyond Work Registration and and/or ABAWD status that ES are instructed to use to screen individuals and refer them to SNAP E&T:

- Currently open on Federal SNAP benefit
- Not receiving TANF Cash benefit
- Over the age of 16
- Indicates willing and able to work upon completion of SNAP E&T.

ES are provided with SNAP E&T brochures (electronic and hard copies) so that they may refer recipients who are interested in SNAP E&T when that conversation happens during the certification and recertification process.

- Maine SNAP E&T strives for a no-wrong door approach so that interested recipients can contact the agency provider of their choice directly and/or coordinate with the SNAP E&T Coordinator to get further information and apply for SNAP E&T. Maine SNAP E&T relies on community-based agencies providing a variety of services to also make referrals to SNAP E&T providers.

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 (ES) will be required to discuss work registration, ABAWD work requirements, and SNAP E&T opportunities during certification and recertification interviews (waived during PHE). ES staff refer interested recipients to SNAP E&T staff and/or SNAP E&T providers in the area in which recipients reside. The SNAP E&T team keeps Eligibility Staff informed of current providers and SNAP E&T opportunities. Interviews have been waived during the pandemic, but SNAP E&T staff continue to train and update ES about SNAP E&T opportunities so that referrals can be made to Maine's voluntary SNAP E&T program. Reverse referrals from community agencies and SNAP E&T providers remains the most common source of SNAP E&T referrals.

(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.

SNAP E&T staff review referrals received from SNAP E&T providers and confirm whether the recipient is eligible for SNAP E&T based on current enrollment confirmation and review of the SNAP E&T Initial Screening Form (available at: <https://www.maine.gov/dhhs/ofi/programs-services/food-supplement/fset/information-for-providers>) and completion of a DHHS Release of Information Form.

An Initial Screening form is completed by the SNAP E&T agency once a referral is received, which starts the process for determining SNAP E&T eligibility and enrollment. Additional assessment and development of an Individualized Employment Plan is only conducted once the SNAP E&T Coordinator confirms eligibility for SNAP E&T. The SNAP E&T Coordinator reviews all assessment information and then approves enrollment if appropriate.

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?

Participants are informed about participant reimbursements during enrollment with the SNAP E&T provider. A form is completed by the provider and the recipient that indicates the potential reimbursements that can be distributed based on need and justification in the IEP. The Participant Agreement Form is available at: <https://www.maine.gov/dhhs/ofi/programs-services/food-supplement/fset/information-for-providers>.

X. Referral to E&T

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

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)?

The State agency has a brochure that is distributed to SNAP recipients when they are interested or want further information. The OFI website also provide information about current providers. <https://www.maine.gov/dhhs/ofi/programs-services/food-supplement/fset>.

Maine uses a no wrong door approach, so both approaches may occur depending on the participant's request to be referred (in which case the ES will contact the SNAP E&T Coordinator to assist with a warm handoff) or to directly contact the provider.

Throughout the assessment by the provider agency and development of an Individualized Employment Plan (IEP), the participant is provided with more information.

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.?

This information is communicated to the participant by the provider agency, and during the enrollment process and completion of the Participant Agreement Form (see link above).

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.

Each SNAP E&T provider meets with the applicant to conduct assessment and develop an IEP. The provider indicates next steps that may vary on a case-by-case basis depending on the IEP.

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?

The Provider enters all information about the referral, screening, and assessments in the Job Connection Tool, which is reviewed by the SNAP E&T team. The provider also indicates continued enrollment status on a monthly roster contractually required to be sent by the 15th of each month to the SNAP E&T team.

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?

SNAP ES staff usually refer clients through the SNAP E&T team to providers, since the SNAP E&T team is familiar with specific programs, and the SNAP E&T team coordinates communications to providers. There is no wrong door for entering SNAP E&T, so recipients who are interested in a particular provider may also directly contact the provider to discuss SNAP E&T enrollment.

XI. Assessment

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

Does the State require or provide an assessment?

- Yes (*Complete the remainder of this section.*)
- No (*Skip to the next section.*)

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)

All providers are required to conduct an assessment using a tool approved by the State Agency. The assessment is uploaded in the Job Connection Tool so that the SNAP E&T team can review the assessments. The State Agency is not prescriptive on which standard assessment tool is used, so tools vary by provider. The most commonly used tools include the World of Work Inventory (WOWI), Comprehensive Adult Student Assessment Systems (CASAS), and Accuplacer.

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.

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: Assessment of need for Participant Reimbursements and disbursement

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.

Each Provider employs case managers (with various job titles including Job Coaches, Navigators, or Case Managers) who deliver comprehensive case management. Case Managers act as the primary SNAP E&T contact for the participant, starting with enrollment and assessment, and continuing through development of the IEP, assistance with enrolling in various educational components, monitoring progress, coaching and referrals for other services and benefits, and assessing need for and distribution of participant reimbursements.

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:	Initial referrals to SNAP E&T are made by eligibility staff at certification and recertification. Referrals typically include contact information only. SNAP E&T staff oversee enrollment after referrals are received.
State E&T staff:	State Agency SNAP E&T staff work directly with providers including case managers to review assessments, fit for SNAP E&T, and to receive approval for recommended programming included in the IEP (including enrollment decisions for educational component and approval for any participant reimbursements).
Other E&T providers:	SNAP E&T case managers communicate with other agencies regarding co-enrolled participants only after a completed DHHS Release of Information (ROI) form is completed by the participant allowing access to protected information. State Agency Staff have access to this information to assure no duplication of services.
Community resources:	SNAP E&T case managers frequently communicate with community agencies that deliver services and resources that may be needed by their clients. For example, case managers often communicate with community colleges or adult education programs about enrolling their clients. They may also make referrals and coordinate receipt of and payment for other community resources the participant may need, including participant reimbursements.

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).

The State Agency regularly meets with providers to discuss the provision of services including case management. The SNAP E&T staff also review all documents uploaded by case managers into the Job Connection tool. State Agency staff meet with provider staff routinely to review the status of each case, which assures that the process is efficiently conducted.

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.

Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

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

Maine's SNAP E&T program is voluntary, so there is no conciliation process required since participants may disenroll at will with no SNAP adverse action or benefit impact.

What is the length of the conciliation period?

N/A

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).

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.

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

- Yes
- No

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

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

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

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.

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.

ES staff perform these actions using rules and regulations of the SNAP program as their guide. The SNAP rules (Chapter 301) are at:
<https://www.maine.gov/sos/cec/rules/10/chaps10.htm>.

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

Good Cause is detailed in SNAP E&T rules, Chapter 609 at: <https://www.maine.gov/sos/cec/rules/10/chaps10.htm>. Good Cause is detailed as follows:

GOOD CAUSE

Disqualifying acts will be excused if good cause exists for the commission of those acts. Good Cause reasons include those listed below:

- A. Illness or incapacitation of the participant or a family member, which requires the presence of the participant. Verification by physician may be required.
- B. Sexual harassment occurring while a participant is engaged in SNAP E&T activities.
- C. Court required appearance or incarceration.
- D. Lack, or breakdown, of necessary support services such as childcare or transportation with no alternative available at no additional cost to the participant.
- E. Inclement weather which is serious enough to prevent other participants from traveling to the activity.
- F. Assignment of a participant to an activity which has not been made part of the IEP (other than orientation or assessment which predate development), or which is in violation of SNAP E&T rules.
- G. Assignment to an activity, which requires the participant to relocate outside the immediate geographical area (an area within a one hour one way commute), unless the participant has voluntarily elected to relocate.
- H. Inability to participate due to domestic violence when the person is unable to participate due to physical injuries or psychological effects of abuse; because of legal proceedings counseling or other activities related to abuse; because the abuser actively interferes with the individual's participation; because the location puts the individual at risk; or for other Good Cause related to domestic violence. Reasonable and verifiable evidence may be required by SNAP E&T.
- I. Other circumstances beyond the control of the participant or that a reasonable person would consider to be Good Cause.

It is the responsibility of the participant to demonstrate that Good Cause exists and to provide documentation or other proof of Good Cause when

requested. Failure to do so to the satisfaction of the Department will result in disqualification.

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.

This is not applicable since Maine SNAP E&T is a voluntary program.

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.

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

Rules and regulations for Provider Determination are at:
<https://www.maine.gov/sos/cec/rules/10/chaps10.htm>, SNAP E&T rules, Chapter 609.

The following language from State SNAP E&T rules detail Provider Determination:

RIGHT TO A HEARING

The participant has the right to request an administrative hearing, in accordance with 7 C.F.R §273.15, to appeal a denial, reduction, or termination of benefits due to a determination of nonexempt status, or a Department determination of failure to comply with SNAP work requirements. Participants may appeal Department actions such as exemption status, the type of requirement imposed, or Department refusal to make a finding of good cause if the Participant believes that a finding of failure to comply has resulted from improper decisions on these matters.

Any request for an administrative hearing must be made within ninety days of the date of the action or Department determination. The Department may waive time limits. Requests for hearings may be made orally or in writing at the Regional Office or at the Central Office. Hearing decisions are binding and when appropriate, will be made part of the IEP.

A participant may not be granted an administrative hearing if a reduction in services or benefits is a result of an overall reduction in program funding which affects all participants, unless the participant can demonstrate that

there has been inequitable treatment in comparison to other similarly situated participants.

B. RULES GOVERNING HEARINGS

Administrative hearings will be conducted by the Department's Administrative Hearings Unit in accordance with the Administrative Hearings Manual, and in accordance with the Maine SNAP Program Manual, 10-144 C.M.R. Ch. 301, Section 777-1.

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

Registrants will be advised orally and in writing of their rights and responsibilities by the Provider at the time of enrollment.

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&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&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p>150*</p>
<p>II. Estimated number of E&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>13</p>

III.	Estimated budget for E&T participant reimbursements in upcoming FY.	\$387,998
IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$32,333.16
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$2,487.16

*This number based on historical data assumes that just over 50% (n=150) of participants estimated to be served during the year (n=300) will receive participant reimbursements.

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.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Childcare	Childcare rates may not exceed the rates set by the Maine DHHS.	Provider Agency	Provider Agency must directly reimburse childcare provider.
Transportation	Mileage at state rate (will be .46\$ per mile as of 7/25/23), other modes of public transportation in the most economic manner feasible.	Provider Agency	Provider Agency distributes. Gas cards, bus passes and taxi are also reimbursed as necessary.
Eyecare	\$200 per FFY	Provider Agency	Provider directly reimburses Eyecare provider or participant with approved receipt.
Dental care	\$500 per FFY	Provider Agency	Provider directly reimburses dental provider or participant with approved receipt.
Books and Supplies	\$2000 per FFY	Provider Agency	Provider directly reimburses.
Uniforms, Work Clothing, Tools, Equipment, and automobile repair	\$1000 per FFY	Provider Agency	Provider directly reimburses.
Rent	Rent can only be reimbursed for emergency situations so that a current SNAP E&T participant may complete E&T.	Provider Agency	Provider directly reimburses.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
	Rent limited to 2 months not to exceed Fair Market Rent set by HUD and published at Maine State Housing Authority site: http://www.mainehousing.org/charts/rent-income-charts . The Provider must demonstrate that all other housing options have been exhausted.		

If providing dependent care, specify payment rates for child care 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.

The SNAP E&T program utilizes rates established by the Department as caps for allowable child care reimbursement. This information is established by county and is available in the attached spreadsheet and at: <https://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care>. Current* Market rates are at: <https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/2021%20Maine%20Market%20Rate%207-3-21.pdf>.

*These rates are due for their biennial adjustment in 2023 but have not been published as of the date of this plan. The newly published rates will be utilized.

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?

The Department works with Providers to assure that dependent care needs are met. As an example, the SCEC Family Futures Downeast program has an emergency alternative child care allowance in it budget for emergency child care reimbursement to be provided by child care providers identified by the parent, such as neighbors.

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.

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.

A query by OFI's data team is run that counts all work registrants open on SNAP on October 1 of each year. This information is obtained from the agency's ACES eligibility system. ACES runs a query that flags all recipients who meet federal SNAP work registration requirements identified in 7 CFR 273.7(b)(1). Individual identification numbers are used to ensure no duplication in counts.

Describe measures taken to prevent duplicate counting.

The query run in ACES only counts an individual once by using individual identification numbers to ensure no duplication in counts.

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
National Directory of New Hires (NDNH)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

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

ACES (Maine DHHS) and ReEmployME (Maine DOL) are State systems utilized for SNAP E&T. ACES is used for storing wage data and ReEmployME is utilized for verification of wages for eligibility and outcomes purposes. State Agency staff have access to both MIS systems.

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).

Only as necessary, for current SNAP recipients, SNAP E&T eligibility staff follow up on information given by SNAP E&T providers that may not yet be stored in the ACES system. Calls, emails, and letters are sent as necessary.

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

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.*

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

ACES and ReEmployME- see above.

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).

Only as necessary, various methods utilized including verbal phone contact, email, and mail.

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

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).
Job Search Training (JST)	Percent of completers	Numerator is number of JST participants indicated as completing JST component from 10/1/23 to 9/30/24. Denominator is number of participants enrolled in JST at

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		any time from 10/1/23 to 9/30/24 minus those currently enrolled in JST during same time period.
Job Search Training (JST)	Percent of JST completers employed at least half-time 2 nd quarter post completion of JST component.	Numerator is number of JST completers from 10/1/23 to 9/30/24. Denominator is number of unduplicated JST participants from 10/1/23 to 9/30/24.
Job Search Training (JST)	Percent of completers employed part-time two quarters after completion of JST component.	Numerator is number of JST completers with part-time job (< 30 hours) two quarters post completion (4/30/24 through 6/30/24). Denominator is number of JST completers from 10/1/23 through 9/30/24.
Job Search Training (JST)	Percent of completers Employed full-time (32+ hours) after completion of JST component.	Numerator is Number of JST completers with full-time job (30+ hours per week) two quarters post completion (4/30/24 through 6/30/24). Denominator is number of JST completers from 10/1/23 through 9/30/24.
Job Search Training (JST)	Income two quarters post completion of JST component.	Average and median income calculated for JST completers two quarters post completion (4/30/24 through 6/30/24).
Job Search Training (JST)	Percent of JST completers receiving SNAP benefit two quarters post completion	Numerator is number of JST completers receiving SNAP two quarters post completion (4/30/24 through 6/30/24). Denominator is number of JST completers from 10/1/23 through 9/30/24.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Career/Technical Education Programs or other Vocational Training (EPC)	Percent of EPC completers	Numerator is number of EPC participants indicated as completing EPC component from 10/1/23 to 9/30/24. Denominator is number of participants enrolled in EPC at any time from 10/1/23 to 9/30/24 minus those currently enrolled in EPC during same time period.
Career/Technical Education Programs or other Vocational Training (EPC)	Percent of EPC completers employed at least half-time 2 nd quarter post completion of EPS component.	Numerator is number of EPC completers from 4/30/24 to 6/30/24. Denominator is number of unduplicated EPC participants from 10/1/23 to 9/30/24.
Career/Technical Education Programs or other Vocational Training (EPC)	Percent of completers employed part-time two quarters after completion of EPC component.	Numerator is number of EPC completers with part-time job (< 30 hours) two quarters post completion (4/30/23 through 6/30/24). Denominator is number of EPC completers from 10/1/23 through 9/30/24.
Career/Technical Education Programs or other Vocational Training (EPC)	Percent of completers Employed full-time (32+ hours) after completion of EPC component.	Numerator is Number of EPC completers with full-time job (30+ hours per week) two quarters post completion (4/30/24 through 6/30/24). Denominator is number of EPC completers from 10/1/23 through 9/30/24.
Career/Technical Education Programs or other Vocational Training (EPC)	Income two quarters post completion of EPC component.	Average and median income calculated for EPC completers two quarters post completion (4/30/24 through 6/30/24).

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Career/Technical Education Programs or other Vocational Training (EPC)	Percent of EPC completers receiving SNAP benefit two quarters post completion	Numerator is number of EPC completers receiving SNAP two quarters post completion (4/30/24 through 6/30/24). Denominator is number of EPC completers from 10/1/23 through 9/30/24.

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.

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

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).	Check Box
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"/>

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).	Check Box
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 st 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"/>

Where will the State agency offer qualifying activities?

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

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.

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

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

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

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).

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.

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.)

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.)	
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?	

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

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.

I. 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	Not Applicable, the State Agency is not using the Supervised Job Search Component. Job Search assistance may be conducted as part of the Job Search Training component.
Direct link	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

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

Details	Job Search Training (JST)
Description of the component	<p data-bbox="597 1144 885 1180"><u>Job Search Training</u></p> <p data-bbox="597 1213 1422 1430">Maine’s SNAP E&T program provides Job Search Training with the goal of developing job readiness and accelerating achievement of employment and self-sufficiency for Maine’s SNAP population. Initial assessment and case management is also conducted during delivery of this component.</p> <p data-bbox="597 1465 1417 1829">All contracted providers provide Job Search Training to all SNAP E&T participants to help prepare them for the job or career they are training for. Some providers that focus delivery of educational components may provide less intensive job search training and/or case management during the period in which the participant is enrolled in an educational or work experience component. Job Search Training is expected to intensify as the educational component nears completion and the participant starts focusing on job searches.</p>

	<p>Necessary Job Search Training services are identified during assessment and provided to participants, and may include interview workshops, resume writing, and Maine JobLink registration to apply for jobs online. Participants will also be referred to WIOA or other workforce programs whenever appropriate. Job Search Training may provide a wide continuum of job readiness activities depending on the individual needs of the participant. The range may include soft skills training to help participants become job ready to brief support with job applications and/or resume development.</p> <p>An important part of Job Search Training is the individual assessment and Individualized Employment Plan that are developed during the beginning of enrollment and again as indicated. Assessment will be conducted for every recipient seeking SNAP E&T services prior to placement in additional E&T components. The various tools used by the providers include but are not limited to World of Work Inventory (WOWI), Comprehensive Adult Student Assessment Systems (CASAS) and Accuplacer. After assessment is completed, applicants enrolled in SNAP E&T services will be placed in additional service components as appropriate.</p> <p>The goal of the Job Search Training component is for participants to successfully secure employment either through an employer or through self-employment. Providers will complete assessments that include creation of a job search plan including setting goals, action steps and objectives when assisting clients with this activity. Providers may assist a participant with a self-employment plan and development of a business plan. Providers will also deliver on-going support to include assistance during job search and post attainment.</p>
<p>Target population</p>	<p>All participants will receive Job Search Training as necessary.</p>
<p>Criteria for participation</p>	<p>All applicants deemed SNAP E&T eligible and enrolled will receive this component. Job Search Training will be delivered in a manner meeting individual needs ranging from soft skills necessary to become job ready to resume reviews for those job ready, meeting the client where they are at. Therefore, there are no thresholds for qualifying for</p>

	this component though the specialized training that results may have specific requirements.																		
Geographic area	Statewide as available from contracted providers.																		
E&T providers	All contracted providers																		
Projected annual participation	300 participants																		
Estimated annual component costs	<p>Maine’s SNAP E&T program requires all contracted providers to deliver Job Search Training. Some providers additionally provide Educational components, Work Experience and Apprenticeships, and Job Retention. Providers have case management staff who oversee all components, which makes it difficult to calculate administrative costs for separate components.</p> <p>Maine SNAP E&T staff devised a cost allocation methodology to estimate these costs. Based on the expectation that 300 participants will receive Job Search Training, 150 will receive an educational component, 40 will receive Work Experience (Work Activity, Pre- Apprenticeships, and/or Apprenticeships), and 40 participants will receive Job Retention components, the SNAP E&T team allocated administrative costs in this manner:</p> <table border="1" data-bbox="581 1060 1421 1732"> <thead> <tr> <th>Component</th> <th>Number of Participant Components Estimated</th> <th>Percent Allocated</th> </tr> </thead> <tbody> <tr> <td>Job Search Training</td> <td>300</td> <td>56%</td> </tr> <tr> <td>Educational</td> <td>150</td> <td>29%</td> </tr> <tr> <td>Work Experience- Work Activity (20%), Pre- Apprenticeships (10%), Apprenticeships (10%)</td> <td>40</td> <td>7%</td> </tr> <tr> <td>Job Retention</td> <td>40</td> <td>7%</td> </tr> <tr> <td>Total Components</td> <td>520</td> <td>100%</td> </tr> </tbody> </table>	Component	Number of Participant Components Estimated	Percent Allocated	Job Search Training	300	56%	Educational	150	29%	Work Experience- Work Activity (20%), Pre- Apprenticeships (10%), Apprenticeships (10%)	40	7%	Job Retention	40	7%	Total Components	520	100%
Component	Number of Participant Components Estimated	Percent Allocated																	
Job Search Training	300	56%																	
Educational	150	29%																	
Work Experience- Work Activity (20%), Pre- Apprenticeships (10%), Apprenticeships (10%)	40	7%																	
Job Retention	40	7%																	
Total Components	520	100%																	

	Based on this methodology and the Total Administrative Costs identified on line 32 of the Operating Budget, Section B (\$1,), the estimated annual component costs for Job Search Training are: \$847,796.88 (\$1,513,923*.56)
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Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	<p>Maine’s Job Retention component provides job coaching through a case manager and/or job coach and allowable continued participant supports (licensing and/or certification fees, equipment, tools, uniforms, transportation, and childcare) that support the participant in retaining a job that they have obtained through the SNAP E&T program. Job Retention is conducted by case managers and job coaches.</p> <p>Contracted providers may choose whether or not they provide Job Retention services, since they must have the staffing and financial resources available to support the component. If the provider chooses to deliver Job Retention Services, it is added as an allowable service in their contract.</p> <p>Some SNAP E&T participants whose job is a Registered Apprenticeship or pre-apprenticeship may continue to receive educational components while enrolled in Job Retention.</p> <p>Maine has a FNS approved Job Retention waiver during this time period that allows Job Retention to be provided for up to 365 days. Job Retention is provided for a minimum of 30 days up to 365 days following participation in Job Search Training and attainment of a job through SNAP E&T participation.</p>
Target population	Participants who have commenced employment during their SNAP E&T participation (including in a registered Apprenticeship) will be eligible for Job Retention.

Criteria for participation	<p>Only participants who have commenced employment during their SNAP E&T participation will be eligible for Job Retention.</p> <p>Providers are not required to enter the participant into Job Retention if they remain SNAP eligible and their employment is considered a subsistence job (under 30 hours per week or less than \$14.30 per hour) and the participant is still pursuing training for a higher paying job. The hourly wage of \$13.80 sets Job Retention at .50 above Maine's current minimum wage of \$13.80.</p>
Geographic area	Statewide, dependent upon provider availability.
E&T providers	All contracted SNAP E&T providers may elect to provide Job Retention, though they are not required to provide JR.
Projected annual participation	40
Estimated annual component costs	Job Retention component administrative cost is estimated to be \$105,974.61 (\$1,513,923*.07). This methodology is detailed above and assumes that 7% of the Total administrative costs can be attributed to Job Retention.

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

Details	Self-Employment Training (SET)
Description of the component	Not Applicable. Informal self-employment training will primarily be done through the Job Search Training component but will not be delivered as a separate SNAP E&T component.
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

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

Details	Workfare (W)
Description of the component	Not Applicable, Maine will not utilize workfare during this time period except for self-directed activities outside of SNAP E&T for ABAWDs to meet work requirements.
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

II. 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>Maine SNAP E&T funds an educational component that improves employability both through a continuum of basic education leading to a high school diploma or basic skills (English as a second language or other basic courses), and also by supporting post-secondary education for specific high skilled jobs.</p> <p>Maine SNAP E&T primarily reimburses providers to act as fiscal agents in reimbursing courses provided by educational institutions. In this role, the contracted provider assists with enrollment of the participant and pays the tuition. The contracted provider then invoices the State Agency for these costs. As a result, providers may contract with Adult Education Programs at municipalities or other community agencies that include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), and high school equivalency (HiSET or GED).</p>
Target population	SNAP E&T participants who require HiSET or GED will be included in this component
Criteria for participation	SNAP E&T participants who require HiSET or GED will be included in this component. The initial assessment and IEP developed by the Provider indicate the proposed Plan for the Participant. Educational attainment is part of this assessment. ACES also has demographic data including highest grade level that is reviewed by the SNAP E&T Coordinator, who also reviews assessments in the State Agency approval process and case notes posted in the Job Connection Tool.
Geographic area	Statewide, as available from contracted providers.
E&T providers	As available from contracted providers. SNAP E&T providers will provide case management and work with the adult education entity providing HiSET or GED classes.
Projected annual participation	<10
Estimated annual component costs	N/A

<p>Not supplanting</p>	<p>In most communities, HiSET programming is free of charge to residents. In some areas, Adult Education programs require a nominal fee. The SNAP E&T provider does not directly provide these services but will work with the Adult Education provider to enroll the participant. N/A, since Maine SNAP E&T will not reimburse providers for tuition for any of these courses where it is otherwise available at no cost to the participant. The Department requires prior authorization for tuition and checks to see</p>
	<p>that free HiSET is not available before approving the service.</p>
<p>Cost parity</p>	<p>Since the SNAP E&T provider is not providing the service but acting as a fiscal agent to enroll the participant in a program and reimburse on their behalf, this question is not applicable.</p> <p>Additionally, Maine SNAP E&T does not usually pay for HiSET programming, since it is free in most communities. If it is not available free of charge, Maine SNAP E&T will not reimburse any more than the published rate for any student.</p>

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>Maine SNAP E&T includes relationships with providers that enroll participants in community colleges and other post-secondary education programs that can provide certificate programs, associates, and bachelor's degrees focused on specific careers that are identified by the Maine Department of Labor as high wage and high demand. These careers are identified at: https://www.mainecareercenter.gov/docs/2021/cssp/CSSP2021HighWageInDemandlist.pdf</p> <p>These educational opportunities are not direct relationships with the educational institutions but are overseen by a contracted SNAP E&T provider who acts as a fiscal agent in collaboration with the post-secondary educational institution. These providers include Goodwill NNE, Strengthen L/A, Sunrise County Economic Council, and the Competitive Skills Scholarship Program. The SNAP E&T providers also deliver case management and reimburse participant supports while the participant is enrolled in the educational component.</p> <p>A partnership with Maine Department of Labor includes the Competitive Skills Scholarship Program (CSSP), where SNAP E&T eligible students receiving CSSP scholarships may enroll in SNAP E&T.</p>
Target population	All participants seeking post-secondary education who are SNAP eligible.
Criteria for participation	Varies by post-secondary education institution. SNAP E&T providers will work with the participant to assess and determine eligibility. There are standard tools utilized by all providers to determine this during the assessment process. The Department uses the Initial Screening form first, which indicates the want/need for post-secondary education. The World of Work Inventory and Accuplacer are two of the most common tools used for assessing for this purpose.

Geographic area	Statewide, dependent upon provider availability.
E&T providers	Contracted providers act as fiscal agents to enroll participants in educational institutions.
Projected annual participation	150
Estimated annual component costs	<p>Based on the cost allocation methodology detailed in Job Search Training Section, Maine estimates that 29% of Total Administrative costs identified should be identified as administrative costs for this Educational component.</p> <p>Using the cost allocation methodology above, Maine estimates a total annual component cost of \$439,037.67 (\$1,513,923* .29).</p>
Not supplanting	<p>Maine SNAP E&T requires providers to use all other grants and scholarships first. Since providers do not directly deliver these services, but act as a fiscal agent for educational institutions, there is no supplanting of funds for existing programs.</p> <p>Providers are asked to refer participants to Maine Educational Opportunity Center (MEOC) to assure that this Educational Opportunity Center provider works with participants to apply for all potential financial aid and scholarships https://meoc.maine.edu/. MEOC was previously a contracted SNAP E&T provider, so its staff have a good understanding of SNAP E&T. This continuing collaboration will help to assure that all other financial aid opportunities are exhausted before SNAP E&T dollars are utilized.</p> <p>SNAP E&T collaborates with several other scholarship programs to ensure all financial aid opportunities are considered. One such program is Higher Opportunities and Pathways to Employment (HOPE) a Maine OFI-operated post-secondary educational scholarship program for TANF eligible families who are not currently receiving TANF benefits. Another primary enroller for the educational component is the Competitive Skills Scholarship Program (CSSP). CSSP managers are not aware of SNAP status until participants are enrolled and eligible for all of the tuition reimbursement allowable by governing law at: http://www.mainecareercenter.gov/docs/2019/CSSPRules.pdf. This process prevents any duplication or supplantation concern. The 50% funds from SNAP E&T are transferred by DHHS directly back into the CSSP program account to increase scholarship programming for more low-income scholarship recipients.</p>
Cost parity	Maine SNAP E&T contractually requires providers to use all other grants and scholarships first. Since providers are not actually providing these services, this is not applicable.

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

Details	English Language Acquisition (EPEL)
Description of the component	Maine SNAP E&T provides ESL programming as necessary to participants, mostly to assist them in reaching English literacy thresholds required for another post-secondary or certificate programming.
Target population	Maine SNAP E&T participants who have English as a Second language and require this component to successfully complete their SNAP E&T goals
Criteria for participation	Participants with ESL needs. Providers typically use the Comprehensive Adult Student Assessment Systems (CASAS) tool to assess reading level needed for particular programs. If English proficiency assistance is needed, Providers typically refer participants to Adult Education programs in their community that offer ESL courses.
Geographic area	Participants with ESL needs.
E&T providers	Providers will contract as necessary for these services with Adult Education and other educational institutions.
Projected annual participation	<10
Estimated annual component costs	Not Applicable, since SNAP E&T providers do not actually deliver this component, but refer participants to institutions that deliver the service, reimbursing the tuition (if applicable) on their behalf.
Not supplanting	<p>Maine SNAP E&T will not reimburse providers for tuition for any of these courses where it is otherwise available at no cost to the participant.</p> <p>SNAP E&T providers make the referrals, assist the participant in enrolling, and pay the tuition for the participant after getting prior approval from the State Agency for this educational component tuition. They then invoice the State Agency for the tuition reimbursed on behalf of the SNAP E&T participant, acting as a fiscal agent to reimburse tuition for the course if required.</p>

<p>Cost parity</p>	<p>Maine SNAP E&T providers do not directly provide ESL programming, but enroll participants in ESL programming, reimbursing the tuition, if applicable, to that educational institution.</p> <p>The institutions that SNAP E&T providers enroll participants in for this programming are not aware of the</p>
	<p>SNAP or SNAP E&T status of the applicant, so this is not applicable.</p>

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

<p>Details</p>	<p>Integrated Education and Training/Bridge Programs (EPIE)</p>
<p>Description of the component</p>	<p>Not Applicable, these programs are not part of Maine’s SNAP E&T program.</p>
<p>Target population</p>	<p>N/A</p>
<p>Criteria for participation</p>	<p>N/A</p>
<p>Geographic area</p>	<p>N/A</p>
<p>E&T providers</p>	<p>N/A</p>
<p>Projected annual participation</p>	<p>N/A</p>
<p>Estimated annual component costs</p>	<p>N/A</p>
<p>Not supplanting</p>	<p>N/A</p>
<p>Cost parity</p>	<p>N/A</p>

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

<p>Details</p>	<p>Work Readiness Training (EPWRT)</p>
<p>Description of the component</p>	<p>Maine SNAP E&T has not implemented any formal work readiness programs with contracted providers.</p>
<p>Target population</p>	<p>N/A</p>
<p>Criteria for participation</p>	<p>N/A</p>
<p>Geographic area</p>	<p>N/A</p>

E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

Table G.XI. Educational Program Details: Other

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

III. 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

Details	Work Activity (WA)
Description of the component	Maine SNAP E&T will implement formal Work Activity programs overseen by contracted providers. Maine SNAP E&T will require providers to meet any federal standards in the SNAP E&T Toolkit in offering this component.
Target population	SNAP E&T participants developing work readiness.
Criteria for participation	TBD by employers working with contracted providers. This component will be allowed for all participants ready for work activity (as assessed by the Provider) and have an opportunity available through Provider/Employer development.
Geographic area	Statewide as available through contracted providers
E&T providers	Contracted providers
Projected annual participation	20
Estimated annual component costs	<p>Based on the cost allocation methodology detailed in Job Search Training Section, Maine estimates that about 40 participants will participate in these work experience components, and about (7%) of Total Administrative costs will be devoted to Work Experience, which will include Work Activity (n=20 components), Pre-Apprenticeship (n=10 components), and Apprenticeship components (n=10 components). Because these activities will be overseen by the same staff, are similar in scope, and small in number of components delivered, all three components are included in this component cost estimate of WE.</p> <p>Using the cost allocation methodology from above, Maine estimates a total annual component cost of \$105,974.61 (\$1,513,923*.07).</p>

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	Not Applicable
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A

Projected annual participation	N/A
Estimated annual component costs	N/A

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	Maine SNAP E&T will implement formal Pre-Apprenticeship programs overseen by contracted Providers in this fiscal year. Pre-Apprenticeships will include any Apprenticeship programs offered by employers that are not designated as formal registered Apprenticeships by Maine Department of Labor.
Target population	SNAP E&T participants who are ready for a Pre-Apprenticeship opportunity overseen by a contracted provider. Maine will leave this readiness assessment to the expertise of contracted providers who deliver employment and training. These providers will also work with specific employers to determine criteria necessary for this readiness. This will also be determined by the IEP of participants and the apprenticeship opportunities available within the field that particular participants are training for.
Criteria for participation	TBD, determined by employers working with contracted providers. Maine does not yet have criteria but will work with the DOL Apprenticeship Director to further develop baseline criteria as this new component is developed. Maine anticipates that these criteria will vary broadly based on the field of employment.
Geographic area	Statewide, as available through contracted providers
E&T providers	Contracted providers
Projected annual participation	10
Estimated annual component costs	See annual cost estimate above.

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	<p>Maine SNAP E&T will implement formal Apprenticeships in this federal fiscal year. Apprenticeships will include any apprenticeship program offered by employers that are designated as registered Apprenticeships by Maine Department of Labor.</p> <p>Maine anticipates that most SNAP E&T participants whose job is a registered apprenticeship will lose SNAP E&T eligibility, as their income will exceed SNAP guidelines. Maine plans to enroll those SNAP E&T participants in the Job Retention component when this happens, so as to support that SNAP E&T participant for the one year allowed through Maine's Job Retention waiver. This will hopefully increase the number of successful completers of Apprenticeship in Maine's SNAP E&T program. Maine has confirmed with the National Office Of Employment that this approach is allowable within the Job Retention Waiver.</p>
Target population	SNAP E&T participants who are ready for an Apprenticeship opportunity overseen by a contracted provider
Criteria for participation	TBD, determined by employers working with contracted providers. Maine does not yet have criteria but will work with the DOL Apprenticeship Director to further develop baseline criteria as this new component is developed. As discussed above, it is anticipated that criteria will vary broadly by occupation.
Geographic area	Statewide, as available through contracted providers
E&T providers	Contracted providers
Projected annual participation	10
Estimated annual component costs	See annual cost estimate above.

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

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

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	Not Applicable
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

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

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	Not Applicable
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

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

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	Not Applicable
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

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

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	Not Applicable
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

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

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	Not Applicable
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

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

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	Not Applicable
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

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

Details	Work-based learning - Other Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	Not Applicable
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

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.

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

Not Applicable

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

Contract or Partner Name:	Goodwill NNE
Service Overview:	<p>Goodwill NNE provides multiple employment and training programs and has been a Maine SNAP E&T provider for several years, expanding services to additional geographic areas each year. Goodwill NNE is designated as the WIOA provider for the six coastal counties of Maine. Goodwill implemented a privately funded project that provides an intensive case management model for individuals who struggle with behavior health conditions, a model that was used as a foundation of this SNAP E&T program.</p> <p>Goodwill operates the “Job Connection” model, which is a holistic, full engagement program, combining best practices in case management with the best practices to workforce development to help individuals attain and maintain employment while reframing their views of work. The approach is grounded in both research (conducted by The Center for Rural Studies at the University of Vermont) and decades of providing workforce development services in northern New England. Referrals come from numerous community agencies and other internal Goodwill programs.</p> <p>Job Connection addresses the whole person by addressing barriers to finding and keeping suitable employment such as domestic violence, transportation, mental health, substance abuse, childcare, housing, and physical well-being. The goal is not just placement in employment, but also stability. Goodwill considers following a Participant beyond placement in employment and offering services to be critical for him or her to reach stability, and it is an essential component of the model.</p> <p>Goodwill engages community organizations and government agencies throughout the state to ensure that individuals have access to needed supports and barrier reduction. Goodwill works</p>

Contract or Partner Name:	Goodwill NNE
	<p>closely with the Division of Vocational Rehabilitation, the Division for the Blind and Visually Impaired, Maine Department of Labor Bureau of Employment Services, the American Indian Vocational Rehabilitation Program, other offices within the Department of Health and Human Services, Department of Corrections, Area Agencies on Aging, Alpha One (Center for Independent Living), Maine State Housing, Adult Education, United Way, community health providers, case management agencies and multiple other partners.</p> <p>Goodwill will serve an estimated total minimum of 200 participants in FFY'24, reaching approximately 40 participants in greater Portland/York County, 40 in Bangor/Belfast/Ellsworth, 40 in Lewiston/Auburn/Augusta/Waterville, 40 through the Statewide Learning Network, and 40 through the Carpentry program. Using the current staffing levels, each site will serve no more than an average of 25 participants at each site at one point in time.</p> <p>The Statewide Learning Network will allow Goodwill NNE to support SNAP E&T participants statewide to attend community college programming while receiving case management and participant reimbursements.</p> <p>Goodwill NNE implemented a new carpentry social enterprise model pilot program in the latter part of the last fiscal year. That program, working in conjunction with a known carpentry manufacturer in the southern Maine area, develops retail items by refinishing donated furniture that will support SNAP E&T programming. The Carpentry program will serve 40 participants in the next federal fiscal year.</p>
Intermediary:	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Goodwill NNE has a proprietary data tool called the Job Connection tool. The Department contracts with Goodwill NNE to manage the SNAP E&T data warehouse (aka Job Connection Tool) and provide ongoing training and technical assistance for all contracted SNAP E&T providers.</p>
Components Offered:	Job Search Training, Education, Work Experience and Job Retention
Credentials Offered:	Not Applicable- Goodwill NNE does not directly provide educational components. Goodwill NNE acts as a fiscal agent to enroll the SNAP E&T participant in certificate and post-secondary educational institutions, which offer various credentials.

Contract or Partner Name:	Goodwill NNE
Participant Reimbursements Offered:	Standard participant reimbursements listed in Section XVII above.
Location:	Portland/York County, Bangor/Belfast/Ellsworth, Lewiston/Auburn/Augusta/Waterville, and statewide through the Statewide Learning Network.
Target Population:	All eligible SNAP E&T participants
Monitoring of contractor:	Ongoing management and evaluation of contract requirements. Annual site visits. Monthly review of rosters and ongoing review of participant case files uploaded to Job Connection Tool
Ongoing communication with contractor:	Monthly meetings, and annual site visits. Monthly review of rosters and ongoing review of participant case files uploaded to Job Connection Tool
Total Cost of Agreement:	\$ 1,019,706
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.II. Contractor/Partner Details

<p>Contract or Partner Name:</p>	<p>Sunrise County Economic Council</p>
<p>Service Overview:</p>	<p>Sunrise County Economic Council operates two SNAP E&T programs in Washington County: 1) Family Futures Downeast (FFD) and 2) Start Up Downeast (SUDE). A snapshot of each program follows:</p> <p><u>Family Futures Downeast (FFD)</u> creates access to post-secondary education and employment opportunities for parents with young children in Hancock and Washington Counties. FFD was designed using a two-generational approach that combines post-secondary education and workforce development with high-quality early education for FFD children. The program utilizes services and supports coordinated by seven lead agencies, with more than 25 individual community agencies participating, to provide comprehensive supports required for the participants to succeed, including transportation and technology resources, a personally relevant and stimulating curriculum with access to appropriate educational remediation, and strong emotional, social, and career pathway supports. These strategies significantly increase the number of low-income parents who can enroll in college in Washington County and who leverage education as a pathway to self-sufficiency. FFD enrolls participants into annual cohorts.</p>

Students apply and enroll at the University of Maine at Machias or Washington County Community College. The FFD program strives to change outcomes for parents, their children, and the institutions and organizations that partner to make it a success. Using local and national expertise and best practices, FFD combines rigorous post-secondary and early learning programs with comprehensive social, emotional, and financial supports in a whole-family approach. FFD was designed collaboratively by Washington County academic and social service professionals with substantial input from potential participants. FFD parents come with a legacy of generations of poverty, trauma, exposure to violence, substance abuse and addiction, and often a profound loss of hope generated by those experiences. FFD's 360-degree supports help to ensure students' basic needs are met and combined with intensive, structured coaching that builds skills and gives parents the opportunity to imagine and pursue the future they want for themselves and their children. Students are assessed using standardized tools including Comprehensive Adult Student Assessment Systems (CASAS) and Accuplacer. FFD relies on a combination of public and private resources in order to sustain this opportunity for Washington County families. FFD was designated as one of ten Rural IMPACT sites through the White House.

Maine SNAP E&T will work with FFD by providing financial assistance as detailed in this plan. Maine SNAP E&T will only provide FFD funding for families who are currently open on the Federal SNAP benefit and do not receive TANF benefits, to ensure no duplication of services. Financial participation will be determined by a monthly roster that confirms benefit participation and SNAP E&T eligibility for each participant. Only FFD participants who meet SNAP E&T eligibility in a monthly roster will be counted as SNAP E&T participants, though FFD additionally serves non-SNAP E&T participants.

Start Up Downeast: SCEC's Start Up Downeast (SUDE) SNAP E&T program is designed to improve economic outcomes for low-income college students pursuing certificates and degrees in fields that could lead to small business creation. SUDE is a collaborative effort among Sunrise County Economic Council (SCEC) Entrepreneurship and Family Futures Downeast (FFD), Washington County Community College (WCCC), and the State of Maine Office for Family Independence. This program will be

Contract or Partner Name:	Sunrise County Economic Council
	<p>delivered via a cohort model of approximately 25 SNAP Employment & Training eligible students enrolled in WCCC one- and two-year programs that may include Adventure Recreation and Tourism, Automotive Technology, Business Management, Computer Technology, Early Childhood Education, Engine Specialist, Entrepreneurship, Heating Technology, Heavy Equipment Maintenance, Heavy Equipment Operations, Mechanical Technology, Mechanical Technology/Passenger Vehicle Specialty, Medical Assisting, Plumbing Technology, Powersport Equipment/Small Engine Technician, Residential & Commercial Electricity, and Welding Technology.</p> <p>SUDE aims to improve self-sufficiency through intensive one-on-one coaching, financial and business counseling, and cohort participation opportunities; identifying, setting, and tracking goals—both personal and career-related; gaining financial education and skills through financial literacy curriculum; building a business plan; student and business supports; and participant reimbursements. SUDE cohort programming will run in tandem with each student’s semester course load. Once each student earns a certificate or degree in their field of study, they may transition from employment readiness to start-up through Machias Valley Center for Entrepreneurship which will provide students with access to space, business support partners and technical assistance providers, training, and events. SUDE will also implement Work Experience, Pre-Apprenticeship, and Apprenticeship opportunities.</p>
Intermediary:	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SCEC, through its sub-recipient contractor Community Caring Collaborative will offer a series of trainings for all Maine SNAP E&T providers to provide core competencies for all staff. These trainings will include: Understanding Trauma and its Impacts, Understanding Substance Abuse Disorder and its Impacts, Building Cultural Competency, Poverty and Its Impacts, Motivational Interviewing, Self-care, and Understanding Stress Responses.</p>
Components Offered:	Educational, Job Search Training, Work Experience, Pre-Apprenticeship and Apprenticeship, and Job Retention
Credentials Offered:	Not Applicable- SCEC does not directly provide the educational component. SCEC acts as a fiscal agent to enroll SNAP E&T participants in post-secondary educational institutions, which offer various credentials.

Contract or Partner Name:	Sunrise County Economic Council
Participant Reimbursements Offered:	Standard participant reimbursements listed in Section XVII above.
Location:	Washington and Hancock County
Target Population:	FFD: Low-income parents residing in Washington/Hancock County with children under age 8 who are not receiving TANF benefits and are SNAP E&T eligible. Start-up Downeast: All SNAP E&T participants.
Monitoring of contractor:	Ongoing management and evaluation of contract requirements. Monthly meetings, and annual site visits. Monthly review of rosters and ongoing review of participant case files uploaded to Job Connection Tool.
Ongoing communication with contractor:	Monthly meetings, and annual site visits.
Total Cost of Agreement:	Total Cost of Agreement: For SCEC Family Futures Downeast Program: \$220,032 Total Cost of Agreement for SCED Start-Up Downeast Program: \$231,824
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	Strengthen Lewiston/Auburn
Service Overview:	Strengthen LA will provide SNAP E&T services to residents of Lewiston and Auburn. The services will primarily be focused in construction, early childhood education, and healthcare. The provider will also deliver SNAP E&T in other career fields to SNAP E&T participants who reside in the Lewiston/Auburn area.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Job Search Training, Educational, Work experience, Pre-Apprenticeship, and Apprenticeship and Job Retention components
Credentials Offered:	Strengthen L/A does not directly provide the Educational component. The provider will act as a fiscal agent to enroll the SNAP E&T participant in the post-secondary educational institutions, which offer various credentials
Participant Reimbursements Offered:	Standard participant reimbursements listed in Section XVII above.
Location:	Lewiston and Auburn
Target Population:	SNAP E&T eligible residents of Lewiston and Auburn
Monitoring of contractor:	Ongoing management and evaluation of contract requirements. Monthly meetings, and annual site visits. Monthly review of rosters and ongoing review of participant case files uploaded to Job Connection Tool.
Ongoing communication with contractor:	Monthly meetings, and annual site visits
Total Cost of Agreement:	\$189,492
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	Maine DOL Competitive Skills Scholarship Program
Service Overview:	<p>The Competitive Skills Scholarship Program (CSSP) https://www.mainecareercenter.gov/cssp.shtml provides funding and support services for eligible Maine residents to pursue two and four-year degree programs or employer recognized credentials leading to high-wage, in-demand jobs in Maine. CSSP has the following eligibility requirements:</p> <ul style="list-style-type: none"> • Be at least 18 years old or have graduated from High School • Live in Maine • Seeking a degree or credential for a job in a high wage, in demand occupation • Do not have a marketable post-secondary degree • Have household income of less than 200% of the federal poverty level • Have the ability to complete the education or training program. <p>CSSP enrollees who are open on SNAP are invited to co-enroll with SNAP E&T to receive additional case management and access to Job Search Training and Job Retention benefits.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Educational and Apprenticeship components
Credentials Offered:	CSSP does not directly provide the Educational component. The provider will act as a fiscal agent to enroll the SNAP E&T participant in the post-secondary educational institutions, which offer various credentials
Participant Reimbursements Offered:	Standard participant reimbursements listed in Section XVII above.
Location:	statewide
Target Population:	SNAP E&T eligible residents co-enrolled in CSSP
Monitoring of contractor:	Ongoing management and evaluation. Monthly meetings, and annual site visits. Monthly review of rosters and ongoing review of participant case files uploaded to Job Connection Tool.
Ongoing communication with contractor:	Monthly meetings, and annual site visits

Contract or Partner Name:	Maine DOL Competitive Skills Scholarship Program
Total Cost of Agreement:	\$240,866
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No