



**New Jersey
Supplemental Nutrition Assistance Program
Employment & Training Plan**

Department of Human Services | Division of Family Development
Federal Fiscal Year 2025

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A. Cover Page and Authorized Signatures

State: New Jersey

State Agency Name: Department of Human Services, Division of Family Development

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): [Click or tap here to enter text.](#) **List State agency personnel who should be contacted with questions about the E&T State plan.**

Name	Title	Phone	Email
Natasha Johnson	Assistant Commissioner		
Larry Braasch	Deputy Director		
Alecia Eubanks	Assistant Division Director		
Michelle Lowe	Chief of Program Operations		
Melissa Moody	Program Manager		

Certified By:

Natasha Johnson Digitally signed by Natasha Johnson
Date: 2024.10.04 14:27:38 -04'00'

State Agency Director (or Commissioner)

Date

Certified By:

Thomas Mattaliano Digitally signed by Thomas Mattaliano
Date: 2024.09.30 15:52:25 -04'00'

State Agency Fiscal Reviewer

Date

B. Amendment Log

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

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

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

Table B.I. Amendment Log

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
1	1. Amend Budget Excel, Tab A, lines 7-38 Column B to reflect correct intermediary and subcontractors.	Budget Excel Tab A		

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C. Acronyms

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
AOSOS	DOL's America's One Stop Operating System
CSA	Comprehensive Social Assessment
CSSA	County Social Service Agency
DHS	NJ Department of Human Services
E&T	Employment & Training
ECATS	Electronic Cost Accounting and Timesheet System
EPDT	Employability Plan Development Tool
FAMIS	Family Assistance Management Information System
FFCRA	Families First Coronavirus Response Act
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
FTE	Full Time Equivalent Positions
GA	General Assistance
IRP	Individual Responsibility Plans
ITO	Indian Tribal Organization
NJDHS's DFD	New Jersey Department of Human Services Division of Family Development
NJDOL	NJ Department of Labor and Workforce Development
NJ SNAP	New Jersey Supplemental Nutrition Assistance Program
NOAA	Notice of Adverse Action
OJT	On-the-Job Training
OSCC	One-Stop Career Center
QWR	Quarterly wage record information
REAP	Rapid Employment Placement Program
RFP	Request for Proposal
SETC	State Employment and Training Commission
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WDB	Workforce Development Board
WFNJ/TANF	Work First New Jersey/Temporary Assistance for Needy Families
WFNJ/GA	Work First New Jersey/General Assistance
WIOA	Workforce Innovation and Opportunity Act
WRs	NJ SNAP work registrants

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"/>

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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 type="checkbox"/>

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

I. Summary of E&T Program

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

The New Jersey Department of Human Services' Division of Family Development (NJDHS's DFD) is the agency responsible for overseeing the Supplemental Nutrition Assistance Program (SNAP) and Work First New Jersey (WFNJ). WFNJ consists of the state's Temporary Assistance for Needy Families (TANF) and the state's General Assistance (GA) program. SNAP E&T and WFNJ services are administered at the local level by the 21 County Social Service Agencies (CSSAs), under DFD supervision, and through various contracts with vendors for services.

New Jersey Department of Labor (NJDOL) is responsible for WFNJ and SNAP employment-directed and workforce development activities as outlined below. Employment-directed and workforce development activities are administered at the local One-Stop Career Centers (OSCCs) under NJDOL supervision. By integrating the WFNJ and SNAP E&T populations into the OSCC system, opportunities for self-sufficiency, employment retention and career advancement are maximized. NJ strives to implement a SNAP E&T program where participants are empowered and connected to individualized, quality services.

A Memorandum of Understanding (MOU) is in place between NJDHS's DFD and NJDOL guiding the close collaboration between the two entities in the delivery of WFNJ and SNAP E&T services. The MOU outlines the way in which SNAP customers receive workforce-related services, how those activities will be tracked and reported, and the flow of funding of federal and state TANF, GA, and SNAP E&T funds to support this effort, as well as all other required provisions to ensure continuity of benefits along with the best possible workforce outcomes.

Services available to eligible WFNJ and SNAP E&T customers include:

- Career guidance and job search assistance
- Employability assessment and career planning
- Case management
- Vocational/job skills training
- Work based learning opportunities, including community work experience
- Basic skills/literacy
- Referrals to support services, as appropriate
- All other workforce services are available to OSCC system customers.

WFNJ and SNAP E&T share America's One-Stop Operating System (AOSOS) as a system of record for E&T services, offering streamlined opportunities for shared case

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management and shared service strategies. NJDOL and the State Employment and Training Commission (SETC) will continue to work with the Local Workforce Development Boards (LWDBs) to set specific targets for co-enrollment across WFNJ and Workforce Innovation and Opportunity Act (WIOA) Title I Adult services. This offers our system an opportunity to expand and increase the success of individuals with low-income in gaining access to career pathway opportunities and ultimately, “good jobs.”

In addition to supporting more integration of WIOA and WFNJ services within our OSCC and through service delivery, NJDOL will also continue to support integration of these services by supporting more alignment of policy, data, and systems at the state level. NJDOL will continue to develop and build joint policies and monitoring systems – for both programmatic and fiscal activities, as well as align WFNJ and SNAP E&T services with WIOA activities through state-level policy. In addition, our WFNJ and SNAP E&T services are also part of Data Modernization efforts. The full integration of WIOA and WFNJ/SNAP E&T services is a core focus of this state plan.

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

The NJ SNAP E&T program is administered at the county level with NJDHS’s DFD and NJDOL providing oversight. Per Regulations at 7 CFR 273.7(c)(5) E&T, NJ’s program is delivered through its statewide workforce development system, NJDOL implements its E&T program in consultation with State Workforce Development Boards (WDBs). Additionally, NJ SNAP E&T is administered by third-party providers, who help facilitate career services, training, supportive services, job coaching/mentoring and financial literacy to participants statewide.

(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.

NJDHS’s DFD and NJDOL staff attend and contribute to statewide meetings such as the SETC and the Garden State Employment and Training Association (GSETA) to share policy and procedural updates as well as to listen to feedback from stakeholders. AOSOS provides county case action communication through Inter-Agency Referral (IAR), into which data is entered and shared electronically between all parties. In addition, third-party providers provide monthly dashboards and performance reports which track participant programs/services.

NJDOL program staff provide on-going communication and technical assistance to WDBs, OSCCs, and third-party providers. Weekly and monthly meetings are held to discuss program implementation, fiscal compliance, policies and areas of concern. NJDOL program staff review participant files quarterly to ensure they contain the following: intake and assessment, individual employment plans, work activities, supportive services, training, case notes and employment verification. Fiscal and program monitoring occurs monthly, with the review of payment vouchers, dashboards, AOSOS and corresponding supporting documentation. Findings are shared with DHS’s DFD at DFD/DOL executive meetings. DHS’s DFD is responsible

for disseminating information to the CSSAs, and NJDOL is responsible for disseminating information to the WDBs and third-party providers.

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.

SNAP E&T is voluntary and is administered statewide (in all of NJ's 21 counties) to ensure accessibility for the WFNJ and SNAP populations.

e) Provide a list of the components offered.

SJS: Supervised Job Search
JST: Job Search Training
JR: Job Retention Services
SET: Self-Employment Training
EPB: Educational Program, Basic Education and/or Foundational Skills Instruction
EPC: Educational Program, Career and/or Technical Education Programs
EPEL: Educational Program, English Language Acquisition
EPWRT: Educational Program, Work Readiness Training
WBLI: Work-based learning, Internship
WBLPA: Work-based learning, Pre-Apprenticeship

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

The State administrative code is not available online. E&T general information is available at <https://www.nj.gov/humanservices/njsnap/recipients/training/>

II. Program Changes

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

- a) Summarize changes for the upcoming Federal fiscal year (FFY) from the prior FFY. 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.

To better serve SNAP participants, please note changes via this year's SNAP plan:
1. Expansion of participant training programs/services.

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Thus, all participants will receive an Individual Employment Plan (IEP) which will identify their barriers to employment and indicate what training is needed. Our goal is to upskill participants and provide career pathways.

2. Revision of NJ's components.

NJDOL will focus on creating Internships and Pre-Apprenticeships for participants to help them gain vital skills via on-the-job training.

3. Increase of the number of SNAP E&T providers to twelve.

This will allow community-based organizations to serve the SNAP population and help increase enrollment, training, and employment outcomes.

NJDOL remains committed to ensuring SNAP participants are co-enrolled with WIOA and continue to develop policy to help ensure this integration. This will allow participants to receive a full array of programs and services to increase their opportunities for employment/retention. Additionally, NJDOL and NJDHS's DFD will provide training to CSSAs and OSCCs to ensure SNAP participants are referred to E&T services to increase their employment/retention outcomes.

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

To encourage participation, NJDOL will continue to promote digital literacy, increase access to virtual training platforms, increase outreach to the SNAP population and increase third party training providers.

NJDHS's DFD recognizes the importance of accurate and detailed data in analyzing program effectiveness and planning for improvement. As such, NJDHS's DFD is exploring options to streamline current data collection, as well as systematic enhancements to increase the data collection and boost accuracy.

Recent changes in NJDHS's DFD E&T policies and procedures, changes related to Able Bodied Adult Without Dependents (ABAWD) requirements, local staff turnover, and work performed at the Federal Nutrition Services (FNS) State Institute in 2024 have brought to light the need to get back to basics with state developed technical assistance offerings. Therefore, NJDHS's DFD plans to develop more training material related to SNAP E&T, such as recorded training sessions, desk guides, and handbooks.

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector;

community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

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

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

NJDOL and NJDHS's DFD consult and meet regularly with GSETA, SETC and WDBs. The overall mission of these organizations is to improve the skills of New Jersey's workforce by creating a coherent, integrated system of employment and training programs and services, provide NJ residents with equal access learning opportunities needed to attain and maintain high levels of productivity and earning power.

GSETA and SETC (located within NJDOL) identify and analyze critical issues relating to workforce readiness and provides policy guidance in the fields of employment, training, and education.

Through these partnerships regarding SNAP, we will continue to discuss and identify:

- In-demand and high growth occupations in the state and local communities to upskill SNAP participants.
- Skills, certificates or credentials in high growth and in-demand industries such as Healthcare, Financial, Manufacturing, Hospitality and Retail.
- Workforce development service providers that should become SNAP E&T providers.
- The role of NJDOL OSCCs and how they upskill and serve SNAP participants.

Additionally, we continue to work with these partners to:

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- Co-enroll SNAP participants to ensure they receive the full array of training and supportive services.
- Develop policies to ensure the integration of E&T programs and services for SNAP participants.

SNAP is named as a partner in NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.

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

N/A

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).

NJDOL coordinates with LWDBs through OSCCs. This relationship ensures that dual eligible SNAP/WIOA clients can receive access to high quality services under both programs while avoiding duplication. SNAP Skills, Training, Employment, Program to Success (SNAP STEPS) grantees (third-party partners) work with LWDBs to refer SNAP participants to appropriate Title I services and reverse refer SNAP-eligible Title I recipients into SNAP E&T. SNAP STEPS grantees are able to track and provide supports across both programs.

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

☐ Yes

☒ No

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

New Jersey's work program for TANF/GA recipients is called the WFNJ program. Many of the E&T components available to WFNJ participants are compatible with NJ SNAP E&T activities and are designed to operate the same way as NJ SNAP E&T components. The WDBs will coordinate planning for the WFNJ and NJ SNAP E&T programs, with supervision and oversight from NJDOL and NJDHS's DFD. The State also serves the NJ SNAP work registrants (WRs) in the GA population through the NJ SNAP E&T program.

The State has an established cost allocation plan and has filed copies with all federal agencies. Since New Jersey administers a simplified NJ SNAP, NJDHS's DFD and NJDOL understand that using Federal E&T program funds to serve TANF/NJ SNAP recipients is strictly prohibited. To ensure SNAP E&T participants are not receiving TANF, all cases are coded in the Family Assistance Management Information System (FAMIS) to indicate what programs the household participates in. There are three types applicable to SNAP recipients:

SNAP only, SNAP/GA, or SNAP/TANF. Cases coded as SNAP only or SNAP/GA can be referred for SNAP E&T and charged systematically under E&T funding. This coding appears in the AOSOS system as well.

Close coordination is maintained between the NJ SNAP E&T and the rest of the NJ SNAP in the state so that all regulatory changes, policy interpretations, and other normal functions of NJ SNAP administration are not disrupted. NJDHS's DFD and NJDOL continue coordinating efforts as needed in the planning process and resources utilized for the NJ SNAP E&T and WFNJ programs for TANF and GA. Within NJDHS's DFD is the Office of Program Operations (PrOps), which oversees WFNJ and SNAP. This has resulted in better coordination of services and utilization of resources.

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

NJDOL leverages all programs within its purview to benefit SNAP E&T clients. The following programs coordinate to benefit SNAP E&T participants include but are not limited to: Work Opportunity Tax Credit (WOTC), Federal Bonding Program and Pre-Apprenticeship. NJ DHS's DFD exclusively provides SNAP E&T services via its partnership with NJDOL.

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IV. Consultation with Indian Tribal Organizations (ITOs)

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

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

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

Name the ITOs consulted.

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).

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

- ☐ Yes
- ☐ No

V. Utilization of State Options

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

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

- ☐ Mandatory per 7 CFR 273.7(e)
- ☒ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

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

☐ Applicants per 7 CFR 273.7(e)(2)

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

☒ Categorically eligible households per 7 CFR 273.2(j)

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

☐ Yes

☒ No

VI. Characteristics of Individuals Served by E&T

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

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

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

New Jersey runs a voluntary E&T program and exempts all mandatory work registrants from mandatory E&T participation.

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

Annually

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Veterans
- ☒ Students
- ☒ Single parents
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Underemployed
- ☒ Those that reside in rural areas
- ☐ Other: Click or tap here to enter text.

VII. Organizational Relationships

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

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

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

The state E&T program is directly administered and supervised at the state level by NJDOL. NJDHS's DFD establishes all policies regarding SNAP E&T, and is responsible for disseminating policy guidance and training to NJDOL and the local CSSAs. In collaboration with DHS, the NJDOL is responsible for establishing E&T procedural guidelines for policy implementation, which are disseminated to WDBs, OSCCs and third-party providers. Additionally, NJDOL oversees contracts, performance, and

provides monitoring/on-going technical assistance to WDBs and third-party providers. The E&T program unit is separate from the SNAP certification unit.

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

Coordination and communication regarding policy and procedures between SNAP E&T and the larger SNAP occur frequently through emails and regular meetings held between NJDHS's DFD and NJDOL. Representatives from PrOps (including SNAP E&T) meet with NJDHS's DFD's Office of Policy and Legal Affairs (POLAR) to keep all members advised of trends and changes.

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

- 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.

NJDOL coordinates with NJDHS's DFD to explore ways for further data collection in support of performance measurements aligned with federal guidelines and to maximize alignment with WIOA as much as possible. NJDHS's DFD and NJDOL conduct frequent meetings on policy updates and maintain constant communication regarding program operations. Means of communication with WDBs and CSSAs are conducted regularly via Team/Zoom meetings and/or in person.

AOSOS is the system of record for E&T services, offering streamlined opportunities for shared case management and shared service strategies. Beginning with Program Year 2025, NJDOL and the SETC will work with our LWDBs to set specific targets for co-enrollment across WFNJ and WIOA Title I Adult services. This offers our system an opportunity to expand and increase the success of low-income individuals in gaining access to career pathway opportunities and ultimately, "good jobs."

Additionally, NJDOL will continue to support integration of WIOA and WFNJ/SNAP services within OSCC by providing more guidance on alignment of policy, data, and systems at the state level.

NJDOL will continue to develop and build joint policies and monitoring systems – for both programmatic and fiscal activities, as well as align WFNJ/SNAP employment and training services with WIOA activities through state-level policy. In addition, our WFNJ/SNAP employment and training services are also part of Data Modernization efforts. The full integration of WIOA and WFNJ/SNAP services is a core focus.

- 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

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program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

NJDOL's current management information system (MIS) is AOSOS which houses a wide variety of E&T work activity information, including case management details, social and E&T-related assessments, interagency referrals (IARs), literacy testing, and activity attendance. AOSOS tracks the following:

- Annual Outcome Measures
- Participant Information: Demographics, Contact Information, DOB, SSN
- Work Registrant data
- Participant Referrals
- Employment and Retention Outcomes
- Job Retention

The CSSA NJ SNAP eligibility worker enters the required information into the State's legacy system, which is sent electronically to AOSOS, the formal electronic communication system for case management, where an electronic record of work registration is created and sent to the OSCC.

New Jersey is one of two states that has continued to utilize AOSOS. After engaging in a multi-year effort that included a broad swath of stakeholders, New Jersey is releasing an Request for Proposal (RFP) to select a vendor who will build and develop a new system of record. This system will ease and open access to data and reports that can inform our work across workforce investments and allow us to better share data with DFD.

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

NJDHS's DFD issues new policies, changes in policy, and procedures in a Division of Family Development Instruction (DFDI). Broadcast messages are displayed within state systems notifying changes and updates. All policy changes related to SNAP E&T are sent to NJDOL staff and discussed at regular meetings.

NJDOL shares new policy and procedure information via monthly meetings with state partners via SETC, GSETA and third-party provider monthly meetings. Partners are informed promptly of changes to federal policies and procedures.

NJDHS's DFD hold joint meetings with the WDBs and OSCC Operators at the state and local county operation levels. In addition, meetings are held directly between the CSSAs and local workforce operations.

- 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.

NJDOL WFNJ program staff are responsible for monitoring the employment and training programs and services administered by WDBs (in coordination with OSCCs and CSSAs) and third-party providers. Monitoring of program and fiscal reports is conducted monthly and quarterly (in-person).

The following information is reviewed and approved to ensure both fiscal and programmatic compliance:

- Number of SNAP participants served
- Outreach activities
- Participant Individual Employment Plans (IEPs)
- Participant education, training and credential obtainment
- Participant employment and retention outcomes
- Budget Allocation and Expenditures
- Random sample of participant files

WFNJ program staff review and approve monthly expenditures to ensure program and fiscal compliance. On-going technical assistance is provided, and monthly meetings are held to address issues, provide guidance and share best practices. To ensure accuracy and accountability, all invoices are submitted to NJDOL fiscal for review, approval and payment.

Additionally, WDBs and third-party providers are monitored quarterly (in-person). During monitoring, participant files are reviewed to ensure service delivery, participant training and program staff allocation. Written reports are provided 30 days after quarterly visits. Provider responses are required 30 days after the quarterly report is received.

- 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).

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NJDOL WFNJ program staff review participant initial assessments, individual employment plans, Comprehensive Social Assessment (CSA) and Employability Plan Development Tool (EPDT), to evaluate the rationale of participant E&T activity placements and what outcomes occur. Additionally, third-party providers provide monthly dashboards in which participant activities and services are tracked and updated. NJDOL monitors and tracks participants activities via AOSOS. Additionally, overall program performance is continually monitored.

VIII. Screening for Work Registration

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

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

All household members applying for NJ SNAP are screened for mandatory work registration at the time of application and recertification. Screening occurs by reviewing all exemption criteria with the household outlined in N.J.A.C 10:87-10.2 and confirming if any exemptions exist. Should a household member meet the requirements for mandatory work registration, the work requirement is verbally explained, and the client is sent a notice outlining the requirement. The notice includes information about mandatory work registration, voluntary quit provisions, exemption criteria, instructions on meeting exemption criteria at a later date, not agreeing with the work registration decision, and fair hearings. SNAP E&T is also explained to those that meet an exemption, should an individual be interested in voluntarily participating in the program.

The CSSA Eligibility Worker enters required information into the state's legacy system, which is sent electronically to AOSOS, the formal electronic communication system for case management, where an electronic record of work registration is created and sent to the OSCC no later than five working days after certification.

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

The CSSA NJ SNAP eligibility worker enters required information into the state's legacy system, which is sent electronically to AOSOS, the formal electronic communication system for case management, where an electronic record of work registration is created and sent to the OSCC no later than five working days after certification. The NJ SNAP E&T worker or the CSSA case manager schedules, in writing, WRs for OSCC employability assessment, as part of the orientation appointment, immediately or within 10 days.

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

The NJ SNAP eligibility worker, upon preliminary determination of non-exempt status, will inform individuals of all requirements and explain their rights and responsibilities during the interview. NJ DHS's DFD, through its case management system known as ONETrac, issues a notice directly to the work registrant advising of the work requirement and exemptions for general SNAP E&T and ABAWDs. A notice is generated to a household when the following conditions are met:

- A new application case is granted and there are mandatory work registrants, or ABAWDs with a mandatory work registrant code in the SNAP recipient household.
- A case is recertified (Last certified date is greater than previous Last certified date) and there are re mandatory work registrants or ABAWDs with a mandatory work registrant code in the SNAP recipient household.
- When an active case adds a new household who is coded as a mandatory work registrant or ABAWD with a mandatory work registrant code included.
- When an active household member changes from a Non-ABAWD to an ABAWD with a mandatory work registrant code included.
- When an active member of a household changes from exempt to a mandatory work registration code and who is considered ABAWD.

IX. Screening for Referral to E&T

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

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

CSSA eligibility workers screen all SNAP recipients for mandatory work registration. All SNAP household members who do not meet a mandatory work registration exemption are deemed appropriate to participate and are referred to SNAP E&T.

Individuals who wish to voluntarily participate in the program are further screened by OSCC staff and referred to a particular SNAP E&T component activity offered by the local OSCC or one of their partners. Screening criteria for specific activities varies depending on the requirements for the particular activity.

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

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All SNAP household members who do not meet a mandatory work registration exemption are deemed appropriate to participate and referred to SNAP E&T.

The eligibility worker broadly discusses the E&T program with each household, in person or by telephone, providing an overview of potentially available activities, participant reimbursements, and rights and responsibilities. In the event that a SNAP participant wants to participate in SNAP E&T and they are not a mandatory work registrant, referrals are sent to the local OSCC for an assessment. If, while at the OSCC, it is discovered that an individual is not currently appropriate for SNAP E&T, they are referred back to the CSSA via an IAR in AOSOS to be re-screened.

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

If an individual wishes to enroll in SNAP E&T but has not been referred to the OSCC by the CSSA, a reverse referral may occur in one of two ways. (1) If the client is already connected with the OSCC or third-party vendor and they are a SNAP recipient, their information will be in AOSOS indicating they are enrolled in the program. From there, case management from the OSCC can reach out to case management at the CSSA to facilitate screening. The screening process would be identical to that performed at certification and recertification, and a referral would be sent back to the OSCC via AOSOS. (2) Should the client not be currently enrolled in SNAP, they would be referred to the NJ SNAP screening tool, online application, and local CSSA to apply. Screening and referral would commence as per normal business practices.

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

Participants are made aware of participant reimbursements verbally at the initial screening within the standardized letter mailed to all work registrants, and through case management meetings with the OSCC and local vendor.

X. Referral to E&T

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

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

The E&T program is verbally discussed at application and recertification and, if appropriate, it is explained that their information will be shared with NJDOL. Local

practice dictates if OSCC staff will outreach the client upon receipt of the referral or if the CSSA will schedule the client for their orientation with the OSCC based on an available calendar. Once an appointment is made, the client is provided a letter explaining their next steps and contact information.

Additionally, a notice is generated to all work registrants explaining the E&T program and linking them to NJDOL's Job Source website for additional information regarding activities, their local OSCC, and self-assessments. An additional notice is generated for all ABAWDS explaining specific ABAWD requirements.

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

Participants are informed about SNAP E&T through verbal discussions with the CSSA and letters sent to all mandatory work registrants and participants. Both verbal and written communication include information regarding participant reimbursements. Additionally, information regarding E&T is posted on the NJ SNAP website.

c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

Once referred for E&T, participants first contact will be with their local OSCC for an orientation. WDBs facilitate an initial orientation designed to introduce the participant to all the services and resources available through the OSCC system, including literacy services, training, and the like. Depending on the needs and availability of the participant, a one-hour orientation may be scheduled virtually, in-person, or on the phone for either a group or an individual.

The OSCC case management and intake team also conduct assessments that identify overarching client goals, expectations, numeracy and literacy levels, career paths, and ultimately a plan of action to accomplish said goals. Additionally, the combination of assessments and IEP leads to the assignment of appropriate subsequent E&T activities (components). From this orientation, the participant would be referred to a specific E&T activity.

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

Information regarding the referral, attendance, assessments, placements, and reimbursements are entered into AOSOS. If immediate attention is necessary, an IAR is sent between the local OSCC and CSSA to address the case. The eligibility staff charged to review the case could vary by local area based on operational procedures.

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

Based on the CSA and EPDT, the Individual Responsibility Plan (IRP) is created. The IRP document sets out the initial path of responsibility for the participant, indicating the assigned E&T component, its location, time, date, hours of expected attendance, and other pertinent supporting information such as additional support needed to succeed in the activity. Finally, a signed copy is given to the participant and the service provider. The referral may be communicated to the local partner in multiple ways, such as email, fax, mail, or phone call, depending on local processes.

XI. Assessment

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

a) Does the State require or provide an assessment?

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

☐ No (*Skip to the next section.*)

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

Assessments are critical to analyzing the participant's employability skills necessary for success in the labor market, including education level, academic skills, work history, vocational skills, interpersonal skills, critical thinking skills, communication skills, strengths and weaknesses, and identification of employment barriers. The OSCC case manager and the CSSA case manager or intake worker may be responsible for completing the assessment. New Jersey uses the EPDT and CSA to develop IRPs for education, work, and non-work components and provide supportive services such as transportation, childcare, clothing, and supplies related to participation in E&T. Such activities are designated as case management.

CSSA staff (i.e., intake worker, case manager, social worker, etc.) complete Part A of the EPDT. The development of an action plan generally follows the assessment. Employment-directed case management is conducted by state, county and/or local (vendor) staff as contracted by the OSCC; this structure contains provisions for services, including a work-readiness assessment (EPDT part B) and employment plan development that includes referrals to "work" and "non-work" components as well as literacy, occupational training, career, and technical education. Progress monitoring is tracked using AOSOS and various other reporting means such as spreadsheets and

electronic communication between the vendor, OSCC, and CSSA. Therefore, NJDOL shares in case management responsibilities.

Participants are assessed when they are referred to New Jersey's SNAP E&T Program. Assessments are conducted during orientations, one-on-one meetings, and testing appointments. Specifically, the EPDT part A is completed with CSSA staff and could be completed at application, after being screened for exemptions, or once deemed eligible for SNAP, depending on local agency practices. Assessments are also conducted at recertification. In addition, employment-directed assessments are completed by the OSCC and/or vendor staff once the individual has been referred for services. These assessments range from NJDHS's DFD sanctioned reviews to the assessments used at the local OSCCs for non-SNAP E&T participants. Assessments are completed at different stages, including before referral to a component, a change in activity, and at provider determination. Additionally, participant assessments continue throughout the duration of clients' participation in the SNAP E&T program to ensure necessary changes are made to the Employability Plan.

Assessments may be completed virtually, telephonically, electronically, or on paper to determine academic skills, education level, employment history, vocational skills, communication skills, strengths, and barriers.

The assessment information is shared through various mediums within the OSCC, WDBs, E&T providers, and participants. Additionally, completion of the assessments is documented in AOSOS and participants are offered paper copies of completed assessments.

XII. Case Management Services

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

a) What types of E&T case management services will the State agency provide?

Check all that apply.

- ☒ Comprehensive intake assessments
- ☒ Individualized Service Plans
- ☒ Progress monitoring
- ☒ Coordination with service providers
- ☒ Reassessment

☐ Other. Please briefly describe: Click or tap here to enter text.

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

Participant referrals to SNAP E&T case management are made initially during the CSSA intake process. Participants are first referred to an individual or group orientation at a local OSCC. Once the orientation has concluded, participants meet with an individual case manager for initial assessments, development of an EPDT, and assignment of a suitable work activity.

The NJDOL/OSCC SNAP E&T case manager monitors client participation by communicating with the employment or training providers to ensure that the activity is appropriate, enabling the client to improve employability and subsequently secure employment. On a weekly, biweekly, or monthly basis, the SNAP E&T case manager utilizes telephone calls, and shared databases to monitor the client's satisfactory participation and attendance. Additionally, the case manager meets with E&T providers monthly to assess outcomes and participant progress.

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

Communication/Coordination with:

SNAP eligibility staff:	SNAP Eligibility workers, Social Work Case Managers, and supporting staff (CSSA) coordinate/communicate through IARs within AOSOS, email, and phone calls. Communication is centered on referring clients to the OSCC, responding to requests for participant reimbursements or Supplemental Work Supports (SWS), and reporting client participation.
State E&T staff:	State E&T Case Managers, Intake Workers, and support staff coordinate/communicate through fax, telephone, IARs, and emails to submit documentation that tracks participants' attendance and requests supportive resources or work support reimbursements.
Other E&T providers:	Other E&T providers coordinate/communicate with the WDB OSCCs and third-party providers
Community resources:	Entities that provide community resources communicate through meetings, email, and phone with LWDBs, CSSAs, local community-based organizations, and third-party providers.

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

Depending on local practices and contracting, case management could occur within the CSSA or through referral to the OSCC. Participants are provided targeted, individualized, and career focused case management. This can occur virtually, or in-person based on the individual's needs.

NJDOL, WDBs, and CSSAs where designated, utilize the AOSOS database for case management documentation related to work activities. The case manager and providers communicate with each other using AOSOS. All referrals and case statuses are sent through the IAR in AOSOS, creating a dated record. Partners communicate through IARs, AOSOS case notes, progress reports, email, fax, and telephone calls. Local agencies also use other computer programs to track participant participation and targeted case management. With communication, client tracking, employment plan documents, and additional relevant information are accessible by both NJDHS's DFD and NJDOL, and the CSSA and the WDB in one system. Access to relevant information by all entities involved improves coordination and efficiency.

XIII. Conciliation Process (if applicable)

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

a) Does the State agency offer a conciliation process?

☐ Yes (Complete the remainder of this section.)

☒ No (Skip to the next section.)

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

c) What is the length of the conciliation period?

XIV. Disqualification Policy for General Work Requirements

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

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

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

☐ 30 days

☒ 60 days

☐ Other: Click or tap here to enter text.

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

☒ Yes

☐ No

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

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

☐ Up to 3 months

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

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

☐ Up to 6 months

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

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

☐ Time period greater than 6 months

☐ Permanently

f) The State agency will disqualify the:

☒ Ineligible individual only

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

XV. Good Cause

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

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

The CSSA shall be responsible for determining good cause in those instances where the work registrant fails to comply with work requirements. The CSSA shall take into consideration all of the facts and circumstances which existed at the time of the registrant's alleged failure to comply including information submitted by the employer and the household member involved. Good cause shall include circumstances beyond the control of the participant.

If the good cause for noncompliance is temporary (less than 60 days), the person shall be referred again to a component as soon as practicable. If the good cause represents a situation or condition which will continue for 60 days or more, the person shall be considered exempt. If the good cause for noncompliance no longer exists, the person shall be referred to a component as soon as practicable.

Providers or OSCC staff may outreach the client regarding their non-participation and provide that information to the CSSA upon receipt. The CSSA may then attempt to contact the client via phone, email, or letter. A request for information is always sent if phone or email attempts are unsuccessful.

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

Good cause for noncompliance shall include circumstances such as, but not limited to, the illness of the registrant or another household member, unavailability of transportation, an unanticipated emergency, and/or the lack of adequate care for children who have reached age six but are under age 12. Problems caused by inability of the registrant to speak or write English may constitute good cause. For example, a registrant with limited English proficiency would have good cause for not appearing for a NJDOL interview if the appointment notice was written only in English. Additionally, a victim of family violence who is determined to be unable to continue employment or to participate in a work activity shall be considered to have good cause for failure to comply.

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

Once referred to SNAP E&T, the client is assessed by the local OSCC and referred to an appropriate activity. If an appropriate activity is not available, it will be noted in AOSOS and an IAR will be sent to the local CSSA to advise. When the CSSA receives an IAR from the OSCC indicating an appropriate activity is not available for the client, the CSSA will automatically determine good cause. Local OSCCs maintain their own waiting lists for available activities and may outreach the client if an appropriate activity becomes available. At this time, the CSSA will be outreached again via IAR.

XVI. Provider Determinations

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

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

E&T providers serving the participant communicate with the E&T case manager through email, telephone, or fax to notify the local WDB of the preliminary determination.

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

The CSSA eligibility worker conducts a thorough screening of the work registrant prior to referral to a suitable work component. This is to reduce the number of participants referred by the State agency to components where they are not likely to be successful. In the event that the individual is not successful with the component, the E&T provider notifies the client and refers them back to the local WDB. The client will be mailed a notice by the local WDB within 10 days of the provider determination. The E&T provider notifies the CSSA via email of a provider determination within 10 days of the date the determination is made and informs the State agency of the reason for the provider determination.

The CSSA staff, NJDOL and its designees subsequently are involved in the four actions regarding a provider determining that the participant is unsuitable for an assigned program component:

1. The participant will be referred to an appropriate E&T component by CSSA eligibility staff. The State agency may refer the individual to another E&T component; after first reconsidering if the individual is a good candidate for the E&T program,

2. NJDHS's DFD and NJDOL may also re-assess the individual for all exemptions from the general work requirements, E&T, or the ABAWD work requirement, as appropriate but only NJDHS's DFD/CSSA staff may determine an exemption.
3. Recommend (NJDOL staff) and refer (NJDHS's DFD/CSSA staff) the individual to another entity within the workforce development partnership network if the option is beneficial and selected by the client.
4. Coordinate with other workforce or assistance programs to identify E&T opportunities or assistance for the individual, as an individual may be better served by a program outside of SNAP E&T but referrals to such are done by eligibility staff.

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>	2,000
<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>	491
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	\$851,192.00

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IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$70,932.67
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$144.46

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
Transportation	A rate of up to \$6.00 per day, not to exceed	The CSSA provides the reimbursement based on an	The timing of the disbursement may vary based

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
	<p>\$120.00 per month per participant. Reimbursement above \$120.00 per month per participant may be issued on a case-by-case basis with the approval of NJDHS's DFD.</p>	<p>expressed need during the referral process, or based on an inter-agency referral in AOSOS from NJDOL.</p>	<p>on the time at which the participant expressed the need. The amount is placed on the participant's EBT card.</p>
<p>Child Care</p>	<p>CSSAs shall reimburse NJ SNAP E&T participants for the cost of dependent care it determines to be necessary for the participation of a household member in an NJ SNAP E&T activity up to the actual cost of dependent care, or the applicable payment rate for child care, whichever is lowest.</p> <p>A participant shall not be reimbursed for dependent care services beyond that which is required for participation in the NJ SNAP E&T activity. The CSSA shall not provide a reimbursement for a dependent age 13 or older unless the dependent is physically and/or mentally incapable of caring for him- or herself or is under court supervision. The CSSA shall provide a reimbursement for all dependents who are</p>	<p>The CSSA shall provide a dependent care reimbursement to an NJ SNAP E&T participant for all dependents requiring care unless prohibited. The CSSA shall verify the participant's need for dependent care and the cost of the dependent care prior to the issuance of the reimbursement.</p>	<p>Need will be documented by a signed affidavit form, establishing actual cost of care. A voucher must be signed by the NJ SNAP E&T participant and written verification is required from the provider in order to obtain reimbursement for dependent care expenses.</p>

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Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
	physically and/or mentally incapable of caring for themselves or who are under court supervision, regardless of age, if dependent care is necessary for the participation of a household member in an NJ SNAP E&T activity.		
Other – Defined as any cost that is reasonably necessary and directly related to participation in an E&T activity (e.g. licensing and bonding fees for work experience, testing fees, books, associated with component, uniforms, tools, safety items, dental and vision)	A rate of up to \$6.00 per day, not to exceed \$120.00 per month per participant. Reimbursement above \$120.00 per month per participant may be issued on a case-by-case basis with the approval of NJDHS's DFD.	The CSSA provides the reimbursement based on an expressed need during the referral process, or based on an inter-agency referral in AOSOS from NJDOL.	The timing of the disbursement may vary based on the time at which the participant expressed the need. The amount is placed on the participant's EBT card.

- a) 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.

See Tables K.I-K.IV in Section K for specific rates.

- b) 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?

SNAP E&T participants are provided information for their local Child Care Resource & Referral Agency who provides information and education related to the various dependent care options, and can provide referrals to dependent care services based on the individual's needs.

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR

273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

Data from prior E&T monthly reports are used to estimate the current WR count. Data from FAMIS and AOSOS is also considered for tracking mandatory work registrants. Data from the IAcquire 5670-RM-3 report is used to determine the number of individuals subject to work registration for the run date 10/1 of the previous year. The NJ SNAP application process requires applicants to be designated work registrants if they don't meet the established exemption criteria (see N.J.A.C. 10:87-10.2). This requirement applies to prior recipients of NJ SNAP if there has been any break in the continuous use of NJ SNAP. When a WR appears to be eligible for exemption from work requirements, the NJ SNAP E&T worker must refer the person back to the NJ SNAP office, with a recommendation for reclassification into exempt status to ensure the base of the eligible (non-exempt WRs) is not artificially inflated.

- b) Describe measures taken to prevent duplicate counting.

It is likely, given the above and the fact that characteristically, there is a pattern of non- continuous utilization of NJ SNAP, that an individual may be required to complete work registration more than once in a fiscal year. To eliminate any duplication in reporting the number of WRs in the State, there is an interface between NJDHS's DFD's FAMIS and NJDOL's AOSOS systems. With this interface, the CSSA worker codes the work registration block on FAMIS, and overnight the work registration information is sent to NJDOL and interfaced with the AOSOS system. This interface enables local SNAP E&T offices to track new WRs, and to identify those individuals already counted during the fiscal year, without duplication. To ensure accurate distinct count in reporting, logical processing checks are included for previously counted WR's and exclude those from the new count.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source [Check the data source used for the national reporting measures. Check all that apply]	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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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
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

AOSOS & FAMIS

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

N/A

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

N/A

State Component Reporting Measures

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

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

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

AOSOS & FAMIS

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

N/A

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

N/A

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

N/A

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

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Supervised Job Search (JS)	Number and Percentage of participants employed during or upon completion.	Numerator will include those participants who were placed in employment during the period of 10/1/2024 - 9/30/2025.
		Denominator will include those participants who participated in the component during the period of 10/1/2024 - 9/30/2025.
Job Search Training (JST)	Number and Percentage of participants employed during or upon completion.	Numerator will include those participants who were placed in employment during the period of 10/1/2024 - 9/30/2025.
		Denominator will include those participants who participated in the component during the period of 10/1/2024 - 9/30/2025.

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Job Retention (JR)	Number and Percentage of participants employed during or upon 90-day completion receiving job retention services.	Numerator will include those participants who were employed and received retention services at the 90-day completion of the component from 10/1/2024 - 9/30/2025.
		Denominator will include those participants who received job retention services from 10/1/2024 - 9/30/2025
Self-Employment Training (SET)	Number and Percentage of participants self-employed upon completion.	Numerator will include those participants who were self-employed during the period of 10/1/2024 and 9/30/2025.
		Denominator will include those participants who participated in the component during the period of 10/1/2024 - 9/30/2025.
Basic/Foundational Skills Instruction (EPB)	Number and Percentage of participants gaining skills likely to lead to employment.	Numerator will include those participants who have gained skills likely to lead to employment during the period of 10/1/2024 - 9/30/2025.
		Denominator will include those participants who participated in the component during the period of 10/1/2024 - 9/30/2025.
	Number and Percentage of participants employed during or upon completion	Numerator will include those participants who obtained employment during or were employed after the component was completed during the period of 10/1/2024 and 9/30/2025.
		Denominator will include those participants who participated in the component and those who have completed the component during the period of 10/1/2024-9/30/2025.
	Number and Percentage of participants who earned a High School Equivalency Degree	Numerator will include those participants who obtained a High School Equivalency degree during the period of 10/1/2024 and 9/30/2025.
		Denominator will include those participants who participated in the component and those who have completed the component during the period of 10/1/2024-9/30/2025.
	Number and Percentage of participants who successfully completed the component	Numerator will include those participants who have successfully completed the component during the period of 10/1/2024 - 9/30/2025.
		Denominator will include those participants who participated in the component and those who have completed the component during the period of 10/1/2024-9/30/2025.

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Career/Technical Education Programs or other Vocational Training (EPC)	Number and Percentage of participants who earned a credential	Numerator will include those participants who have completed the component and obtained a credential during the period of 10/1/2024 - 9/30/2025.
		Denominator will include those participants who have completed the component during the period of 10/1/2024-9/30/2025.
	Number and Percentage of participants employed during or upon completion	Numerator will include those participants who obtained employment during or were employed after the component was completed during the period of 10/1/2024 and 9/30/2025.
		Denominator will include those participants who participated in the component and those who have completed the component during the period of 10/1/2024-9/30/2025.
English Language Acquisition (EPEL)	Number and Percentage of participants who successfully completed the component	Numerator will include those participants who have completed the component during the period of 10/1/2024 - 9/30/2025.
		Denominator will include those participants who are enrolled in the component during the period of 10/1/2024 and 9/30/2025.
	Number and Percentage of participants employed during or upon completion	Numerator will include those participants who obtained employment after or were employed when the component completed during the period of 10/1/2024 and 9/30/2025.
		Denominator will include those participants who participated in the component during the period of 10/1/2024 and 9/30/2025.
Work Readiness (EPWRT)	Number and Percentage of participants who successfully completed the component	Numerator will include those participants who obtained employment after or were employed when the component completed during the period of 10/1/2024 - 9/30/2025.
		Denominator will include those participants who participated in the component during the period of 10/1/2024 and 9/30/2025.
	Number and Percentage of participants employed during or upon completion	Numerator will include those participants who have successfully completed the component during the period of 10/1/2024 and 9/30/2025.
		Denominator will include those participants who participated in the component during the period of 10/1/2024 and 9/30/2025.
Internship (WBLI)	Number and Percentage of participants employed during	Numerator will include those participants who obtained employment after or were employed when the component completed during the period of 10/1/2024 and 9/30/2025.

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	or upon completion	Denominator will include those participants who have participated in the component during the period of 10/1/2024 and 9/30/2025.
Pre-Apprenticeship	Number and Percentage of participants employed during or upon completion	Numerator will include those participants who obtained employment after or were employed or entered apprenticeship when the component completed during the period of 10/1/2024 and 9/30/2025.
		Denominator will include those participants who participated in the component during the period of 10/1/2024 and 9/30/2025.

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

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

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

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

☐ Yes (Complete the rest of this section.)

☒ No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

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"/>
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"/>

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
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"/>

b) Where will the State agency offer qualifying activities?

☐ Statewide

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

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

☐ ABAWD waiver for parts of the State

☐ Will use discretionary exemptions

☐ Other: Click or tap here to enter text.

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

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

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

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

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The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

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

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

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

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

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

Question	Number
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.

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G. Component Detail

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

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

XX. Non-Education, Non-Work Components

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

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

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

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

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	The SJS component is conducted independently, in a group setting, remotely, in person, or hybrid fashion. The provision of the component is tailored to the participants' needs. Participants may be provided with the necessary equipment (i.e., laptops and WIFI hotspots) to conduct a remote job search. Case Managers facilitate individualized case management meetings with the participants. The SJS programs occur at OSCCs throughout the state and with providers/partners. The state approves locations where a participant has access to the resources and tools needed to carry out activities of the component. We continue to encourage and allow the use of remote supervised job search locations, including places like county library systems. Information gleaned from participant's initial assessment and EPDT is considered to ensure that the supervised job search activities are directly linked to increasing employment opportunities.
Direct link	NJDOL has ensured a direct link for SJS in each contracted program. SNAP STEPS is required to provide employability assessment and case management to all participants not only by regulation, but also by program design through their contract. They complete IEPs and have access to Job Search Training, coaching and mentoring services to assist. Additionally, WDBs in partnership with OSCCs, leverage local resources and employer partnerships, to provide the SJS component.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.
Criteria for participation	Participation in this component is determined at the provider/partner/OSCC level. Each provider/partner/OSCC may determine the suitability of a participant for this component. Individuals are encouraged to enroll in a supervised job search period following successful completion of another SNAP E&T component.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third Party SNAP E&T Providers/Grantees

Projected annual participation	2500
Estimated annual component costs	\$ 5,670,000

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

Details	Job Search Training (JST)
Description of the component	The JST component prepares individuals for the workplace by teaching interviewing techniques, preparation of resumes, employer expectations, and basic life skills.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.
Criteria for participation	Participation in this component is determined at the provider/partner/OSCC level. Each provider/partner/OSCC may determine the sustainability of a participant for this component.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third Party SNAP E&T Providers/Grantees
Projected annual participation	1,000
Estimated annual component costs	\$ 2,766,000

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

Details	Job Retention (JR)
Description of the component	The JR component includes services designed to assist individuals to successfully transition into the workplace and retain employment. This component includes financial literacy planning, job coaching, and workplace literacy services. This component is offered to each participant for a minimum of 30 days and a maximum of 90 days. Consistent with federal rules, this component is offered for the full period of up to 90 days notwithstanding a participant's loss of eligibility for SNAP benefits.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.
Criteria for participation	Participation in this component is determined at the provider/partner and OSCC level. Each provider/partner/OSCC may determine the suitability of a participant for this component.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third-Party SNAP E&T Providers/Grantees
Projected annual participation	1400
Estimated annual component costs	\$ 3,722,600

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

Details	Self-Employment Training (SET)
Description of the component	Participants receive training that enables them to design and operate a small business or another self-employment venture. In addition, trainers will provide technical assistance on developing business plans, financial marketing plans, and how to access small business grants and other business support services.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.

Criteria for participation	Participation in this component is determined at the provider/partner level. Each provider/partner may determine the suitability of a participant for this component.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third Party SNAP E&T Providers/Grantees
Projected annual participation	5
Estimated annual component costs	\$9,200

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

Details	Workfare (W)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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XXI. Educational Programs

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

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

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	This component is designed to increase employability of participants through an appropriate course of literacy, numeracy, and basic skills education equivalent to successful completion of the 8th grade. For individuals who successfully attain this level of proficiency, or who already demonstrated it upon placement into the component, this component will also prepare a participant to qualify for a high school general equivalency diploma or equivalent certification.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.
Criteria for participation	For Generalized Education Development (GED)/high school equivalency services only, an individual must be functioning at the 8th grade level or above to enroll.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third Party SNAP E&T Providers/Grantees
Projected annual participation	250
Estimated annual component costs	\$694,500
Not supplanting	NJDOL utilizes SNAP E&T funds for SNAP-only recipients, and those funds are used to support the activity only if no other funds are available.
Cost parity	The subsidy is provided through the program, but the costs are static for all individuals that enroll in the education program, whether SNAP recipients or not.

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	This component provides grants for participants to enroll in career and technical education programs to prepare for careers in emerging employment sectors. The EPC

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	programs are employer-driven, aiming to acquire industry-recognized certificates or credentials. Examples of emerging employment sectors are Healthcare, Financial, Manufacturing, Hospitality, and Retail fields.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.
Criteria for participation	Providers/partners have specific criteria for admission into their career and technical education programs or other vocational training.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third Party SNAP E&T Providers/Grantees
Projected annual participation	1,000
Estimated annual component costs	\$2,778,000
Not supplanting	NJDOL utilizes SNAP E&T funds for SNAP-only recipients, and those funds are used to support the activity only if no other funds are available.
Cost parity	The subsidy is provided through the program, but the costs are static for all individuals that enroll in the education program, whether SNAP recipients or not.

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

Details	English Language Acquisition (EPEL)
Description of the component	Training specifically designed to improve an individual's proficiency in English needed to compete in the current job market.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.
Criteria for participation	The participant has indicated that English is not their first language.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third Party SNAP E&T Providers/Grantees

Projected annual participation	125
Estimated annual component costs	\$273,000
Not supplanting	NJDOL utilizes SNAP E&T funds for SNAP-only recipients, and those funds are used to support the activity only if no other funds are available.
Cost parity	The subsidy is provided through the program, but the costs are static for all individuals that enroll in the education program, whether SNAP recipients or not.

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

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

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

Details	Work Readiness Training (EPWRT)
Description of the component	This component provides skill assessment and educational remediation services needed to prepare participants for the workforce. Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem-solving, and critical thinking and non-cognitive

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	skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual's interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.
Criteria for participation	Participants must be willing and able to participate in training and/or obtain employment.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third Party SNAP E&T Providers/Grantees
Projected annual participation	400
Estimated annual component costs	\$1,735,200
Not supplanting	NJDOL utilizes SNAP E&T funds for SNAP-only recipients, and those funds are used to support the activity only if no other funds are available.
Cost parity	The subsidy is provided through the program, but the costs are static for all individuals that enroll in the education program, whether SNAP recipients or not.

Table G.XI. Educational Program Details; Other

Details	Educational Program Details: Other
Description of the component	N/A
Target population	

Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

XXII. Work Experience (WE)

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

Work Activity and Unsubsidized WBL Components

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

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

Table G.XII. Work Experience: Work Activity

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

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	This component provides a structured learning experience in a workplace for a limited period of time, with the expectation that it will lead to regular employment. Internships create a valuable learning tool that offers meaningful, practical work related to a participants' field of study or career interest.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.
Criteria for participation	Participants must be willing and able to participate in career training that leads to employment.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third Party SNAP E&T Providers/Grantees
Projected annual participation	10
Estimated annual component costs	\$21,840

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Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	Registered pre-apprenticeships (RPAs) expand participants' career pathway opportunities with industry-based training and classroom instruction, preparing individuals to enter and succeed in registered apprenticeships or other unsubsidized employment. RPAs are typically conducted in a classroom setting, with participants also experiencing simulated job environments to gain relevant hands-on experience.
Target population	This component is open to any E&T participant who meets criteria for participation and wishes to volunteer.
Criteria for participation	Providers/partners have specific criteria for admission into their program that align with labor market demand. Criteria could include completion of high school; verification of literacy or numeracy levels; or in limited instances, criminal history requirements.
Geographic area	Statewide
E&T providers	1-All WDBs (statewide) 2-All OSCCs (statewide) 3-Third Party SNAP E&T Providers/Grantees
Projected annual participation	10
Estimated annual component costs	\$ 49,740

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

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

Table G.XVII. Work Experience: Transitional Jobs

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

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

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

Subsidized WBL Components

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

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

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

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

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

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

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

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

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

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

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

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

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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	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

H. Estimated Participant Levels

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

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

Estimated participant reimbursement numbers are based on the utilization numbers for FY24 which reflect an issuance rate of under 20%. SNAP E&T participant reimbursement data reflects only supportive services billed to the SNAP E&T program. Due to the partnership with NJDOL, supportive services such as transportation, books, supplies, etc. may be provided by the OCSS and funded through various NJDOL programs. These instances would not be collected in SNAP E&T data.

NJDHS's DFD is preparing enhanced training and technical assistance for local agencies regarding participant reimbursement availability as well as dependent care deductions and referrals to the local Child Care Resource and Referral Agencies for child care subsidy assistance.

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:	Department of Labor and Workforce Development
Service Overview:	SNAP participants may voluntarily sign up for an initial OSCC Orientation and subsequent assessments. Once the client arrives, the OSCC worker registers the WR in AOSOS, assesses the job readiness of the WR, and determines the client's needs.

Contract or Partner Name:	Department of Labor and Workforce Development
	OSCC case managers will determine which program participants may be appropriate for activity placement or resource/support provision.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Orientation, Assessment, Supervised Job Search, Job Search Training, Pre-Apprenticeship, Internship, Work-Based Learning, Basic/Foundational Skills Instruction, Career/Technical Education Programs or Other Vocational Training, English Language Acquisition, Work Readiness Training, Self-Employment Training, and Job Retention
Credentials Offered:	Credentials are directly offered through NJDOL's agreements with the local WDBs and OSCCs. Examples of credentials/certifications are: Certified Home Health Aide, Nurse Aide, Dental Assistant, ServSafe, SORA, Customer Service, and CDL.
Participant Reimbursements Offered:	Participant Reimbursements for transportation, childcare, and anything reasonably necessary for participating in the E& T program, for example, books, uniforms, fees, restorations, repairs, etc., are offered through the local CSSAs
Location:	Statewide
Target Population:	All appropriate SNAP recipients
Monitoring of contractor:	Monitoring all providers and participants in components operated by other agencies is the responsibility of the NJDOL, CSSA caseworker, and the OSCC case manager, depending upon the case management assignment. The NJ SNAP E&T subunit at the state level and NJDHS's DFD field service supervisory staff will monitor all activities and reporting regularly. Policy changes are communicated through the Division of Family Development Instructions (DFDIs) and regularly scheduled meetings between NJDHS's DFD and NJDOL.

Contract or Partner Name:	Department of Labor and Workforce Development
Ongoing communication with contractor:	Monthly and Biweekly meetings and constant communication via phone/email/virtual meetings.
Total Cost of Agreement:	\$12,282,457
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

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

Table I.III. Contractor/Partner Details

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

Table I.IV. Contractor/Partner Details

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

Table I.V. Contractor/Partner Details

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

J. Budget Narrative and Justification

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

Table J.I. Direct Costs

Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000	See chart below:		
Title	Salary	SNAP E&T	FTE
Administrative Analyst 3	\$107,247.18	\$16,087.08	0.15
Administrative Analyst 3	\$93,086.74	\$18,617.35	0.2
Administrative Analyst 4 Info System	\$107,034.27	\$10,703.43	0.1
Administrative Analyst 4 Info System	\$123,424.67	\$13,576.71	0.11
Administrative Analyst 4 Info System	\$115,229.47	\$12,675.24	0.11
Administrative Analyst Trainee	\$54,906.96	\$8,236.04	0.15
Administrative Assistant 1	\$88,055.13	\$17,611.03	0.2
Analyst Trainee	\$48,056.98	\$4,805.70	0.1
Analyst Trainee	\$48,056.98	\$4,805.70	0.1
Assistant Commissioner	\$189,750.00	\$28,462.50	0.15
Director of Transitional Workforce	\$174,225.00	\$69,690.00	0.4
Employment & Training Specialist 1	\$89,042.11	\$44,521.06	0.5
Employment & Training Specialist 1	\$75,222.49	\$37,611.25	0.5
Employment & Training Specialist 1	\$97,679.61	\$48,839.81	0.5
Employment & Training Specialist 1	\$97,679.61	\$48,839.81	0.5
Employment & Training Specialist 1	\$97,679.61	\$48,839.81	0.5
Employment & Training Specialist 1	\$97,679.61	\$48,839.81	0.5
Employment & Training Specialist 1	\$91,263.29	\$45,631.65	0.5
Employment & Training Specialist 1	\$94,471.45	\$47,235.73	0.5

Employment & Training Specialist 2	\$85,033.04	\$4,251.65	0.05
Employment & Training Specialist 2	\$85,033.04	\$21,258.26	0.25
Employment & Training Specialist 2	\$91,263.29	\$91,263.29	1
Employment Counselor	\$77,527.65	\$27,134.68	0.35
Employment Counselor	\$77,527.65	\$38,763.83	0.5
Employment Counselor	\$77,527.65	\$38,763.83	0.5
Employment Counselor	\$77,527.65	\$38,763.83	0.5
Employment Counselor BI Sp/E	\$77,527.65	\$7,752.77	0.1
Employment Counselor BI Sp/E	\$77,527.65	\$58,145.74	0.75
Employment Services Trainee	\$60,062.18	\$6,006.22	0.1
Employment Supervisor 1	\$102,361.07	\$51,180.54	0.5
Employment Supervisor 1	\$102,361.07	\$71,652.75	0.7
Employment Supervisor 1	\$98,989.21	\$49,494.61	0.5
Employment Supervisor 2	\$101,228.66	\$40,491.46	0.4
Employment Supervisor 2	\$108,662.78	\$43,465.11	0.4
Government Representative 2	\$123,833.61	\$24,766.72	0.2
Head Clerk	\$62,522.41	\$15,630.60	0.25
Interviewer	\$52,513.10	\$13,128.28	0.25
Interviewer	\$70,780.62	\$17,695.16	0.25
Interviewer	\$70,780.62	\$17,695.16	0.25
Interviewer	\$70,780.62	\$17,695.16	0.25
Interviewer	\$57,079.98	\$22,831.99	0.4
Interviewer	\$57,079.98	\$28,539.99	0.5
Interviewer	\$70,780.62	\$35,390.31	0.5
Interviewer	\$54,796.54	\$27,398.27	0.5
Interviewer Aide 1	\$59,030.30	\$17,709.09	0.3
Interviewer Aide 1	\$59,030.30	\$17,709.09	0.3
Interviewer Aide 1	\$59,030.30	\$20,660.61	0.35
Interviewer Aide 1	\$59,030.30	\$29,515.15	0.5
Interviewer Aide 1	\$59,030.30	\$29,515.15	0.5
Interviewer Aide 1 BI SP/ENG	\$70,780.62	\$28,312.25	0.4
Interviewer Aide 1 BI SP/ENG	\$70,780.62	\$60,163.53	0.85
Interviewer BI SP/E	\$70,780.62	\$21,234.19	0.3
Interviewer BI Sp/E	\$68,497.18	\$34,248.59	0.5
Manager 1	\$125,053.55	\$31,263.39	0.25
Manager 1	\$125,053.55	\$31,263.39	0.25

Principal Clerk Typist	\$54,628.65	\$13,657.16	0.25
Program Specialist 2	\$60,062.18	\$24,024.87	0.4
Program Specialist 2	\$73,934.88	\$3,696.74	0.05
Secretarial Assistant 1	\$54,256.45	\$21,702.58	0.4
Senior Clerk Typist	\$43,313.48	\$10,828.37	0.25
Senior Clerk Typist	\$45,813.31	\$11,453.33	0.25
Senior Employment Counselor	\$86,130.40	\$21,532.60	0.25
Senior Employment Counselor	\$83,218.69	\$33,287.48	0.4
Senior Interviewer	\$82,258.50	\$28,790.48	0.35
Senior Interviewer	\$82,258.50	\$41,129.25	0.5
Senior Interviewer	\$85,033.04	\$42,516.52	0.5
Senior Interviewer	\$62,836.72	\$15,709.18	0.25
Supervising Administrative Analyst	\$142,156.08	\$21,323.41	0.15
Supervisor Employment & Training	\$123,424.67	\$37,027.40	0.3
Supervisor Employment & Training	\$123,424.67	\$61,712.34	0.5
Chief Employment & Training	\$102,944.26	\$30,883.28	0.3
Chief E&T	\$114,432.57	\$85,824.43	0.75
Supervisor E&T	\$99,455.74	\$74,591.81	0.75
Employment Training Specialist	\$68,753.90	\$51,565.43	0.75
Employment Training Specialist	\$68,753.90	\$51,565.43	0.75
E&T Internal Audit			
Auditor 1	\$68,470.18	\$26,018.67	0.38
Administrative Analyst 2	\$78,571.36	\$39,285.68	0.5
Administrative Analyst 3	\$83,781.02	\$41,052.70	0.49
Administrative Analyst 2	\$66,378.28	\$33,189.14	0.5
Administrative Analyst 3	\$106,026.52	\$53,013.26	0.5
Administrative Analyst 3	\$81,510.88	\$40,755.44	0.5
Administrative Analyst 3	\$100,850.12	\$50,425.06	0.5
Workforce Research & Analytics			
Administrative Analyst 4	\$71,692.38	\$22,941.56	0.32
Project Manager - Data Processing	\$49,779.50	\$19,911.80	0.4
Administrative Analyst 4	\$32,112.33	\$26,974.36	0.84
AS&T OVERHEAD*		\$261,569.80	
4% for COLA Increases for FY2025**		\$120,178.00	
	\$7,103,260	\$3,124,521.78	36.13

***AS&T Overhead**

The administrative costs for operating NJDOL (department-level services including accounting, budgeting, internal auditing, planning and research, office services, procurement, and property and equipment management) are distributed through direct charges to projects/programs. These costs are accumulated in an account entitled Administrative Staff and Technical (AS&T) costs and are periodically billed directly to projects/programs on the basis of each project's direct labor hours (regular, overtime, and leave) in relation to the total departmental direct labor hours for regular, overtime, and leave. Personal benefits costs (fringe benefits) include costs such as pension, health benefits, temporary disability, and unemployment insurance, and are charged to projects on the basis of the rate(s) negotiated with the HHS. The negotiated rates are applied to the total personal services costs. AS&T non-personal services include costs such as rent, insurance, telephone and other communications, postage, and supplies, and, generally, are allocated similar to personal services costs. While AS&T rates are not established in the negotiated indirect cost rate agreements, the methodology for direct billing of AS&T costs to projects is included in these agreements. For purposes of this grant AS&T is applied against all salaries listed above.

****4% for COLA Increases for FY2025**

2% = Yearly Salary Step Increase

2% = Cost-of-Living Adjustment

Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.

The Fringe Benefit Rate for FFY 2025 = 77.15%, as of the submission date of this State Plan.

Contractual Costs: All contracts and partnerships should be included in the "contracts and partnerships" matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.

This category includes other third-party costs for providing IEPs, training, case management and coaching, life skills enrichment, and opportunities to engage in meaningful community service. Financial resources are provided to Chief Elected Officials of each county, Third-Party Partner Providers to deliver work activity services for SNAP participants via the OSCC system.

Funds provided to the OSCCs are allocated to NJDOL via NJDHS's DFD. NJDOL retains a portion of the SNAP funds to cover its staff costs and other expenses (Facility and NPS costs) associated with NJDOL state staff providing SNAP-funded services.

Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.

N/A

Materials: Describe materials to be purchased with E&T funds.

N/A

Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	5 FTEs travel approximately 851 miles per year each to field assignment locations and training sites. The cost is \$400 per person for travel and training
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	Space dollars are based on Full-Time Equivalent Positions (FTE). The total FTE for all programs is 212. The total FTE for SNAP is 72 or 33.9% of the total staff. Therefore, SNAP is charged 33.9% of total space costs. The budget line item is attributed to NJDOL building rent, security guards, IT infrastructure (Office of Information Technology), utilities, maintenance, etc.
Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	N/A

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

The FFY 2025 Indirect Cost Rate is 0.39% for charges made by other State Agencies which support SNAP Project and all other funded programs in NJDOL.

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


Expenditures for dependent care are reimbursed by the State agency with 50 percent Federal cost-sharing, up to the actual cost of the dependent care, or the statewide limit established in accordance with the CCDBG, whichever is lowest.

The State is responsible for reimbursing participants for expenses incurred in fulfilling E&T activities. Participants are reimbursed at \$30 per week by State with 50 percent Federal cost- sharing for transportation costs.

K. Attachments

I. NJ Maximum Child Care Payment Rates

Table K.I NJ DHS Maximum Child Care Payment Rates: Licensed Child Care Center Rates



Effective: August 1, 2024

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
MAXIMUM CHILD CARE PAYMENT RATES

	LICENSED CHILD CARE CENTER RATES											
	LICENSED CHILD CARE CENTERS			3-STAR GROW NJ KIDS RATED LICENSED CHILD CARE			4-STAR GROW NJ KIDS RATED LICENSED CHILD CARE			5-STAR GROW NJ KIDS RATED LICENSED CHILD CARE		
	MONTHLY	WEEKLY	DAILY	MONTHLY	WEEKLY	DAILY	MONTHLY	WEEKLY	DAILY	MONTHLY	WEEKLY	DAILY
INFANTS <i>Birth to 17 Months</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,571.97 785.99	363.04 181.52	72.61 36.30	1,677.63 838.82	387.44 193.72	77.49 38.74	1,724.60 862.30	398.29 199.15	79.66 39.83	1,785.24 892.62	412.30 206.15	82.46 41.23
INFANTS <i>Birth to 17 Months w/Special Needs</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,886.37 943.19	435.65 217.83	87.13 43.57	2,013.16 1,006.58	464.93 232.47	92.99 46.49	2,069.52 1,034.76	477.95 238.97	95.59 47.79	2,142.29 1,071.15	494.76 247.38	98.95 49.48
TODDLERS <i>18 to 29 Months</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,400.00 700.00	323.33 161.66	64.67 32.33	1,444.61 722.31	333.63 166.81	66.73 33.36	1,481.99 741.00	342.26 171.13	68.45 34.23	1,530.37 765.19	353.43 176.72	70.69 35.34
TODDLERS <i>18 to 29 Months w/Special Needs</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,680.00 840.00	387.99 194.00	77.60 38.80	1,733.54 866.77	400.36 200.18	80.07 40.04	1,778.39 889.20	410.71 205.36	82.14 41.07	1,836.45 918.23	424.12 212.06	84.82 42.41
PRESCHOOL <i>30 Months to 5 Years</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,250.00 625.00	288.68 144.34	57.74 28.87	1,308.75 654.38	302.25 151.13	60.45 30.23	1,340.61 670.31	309.61 154.80	61.92 30.96	1,381.92 690.96	319.15 159.58	63.83 31.92
PRESCHOOL <i>30 Months to 5 Years w/Special Needs</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,587.50 793.75	366.63 183.31	73.33 36.66	1,662.11 831.06	383.86 191.93	76.77 38.39	1,702.58 851.29	393.21 196.60	78.64 39.32	1,755.04 877.52	405.32 202.66	81.06 40.53
SCHOOL-AGE <i>5 to 13 Years*</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,184.64 592.32	273.59 136.79	54.72 27.36									
SCHOOL-AGE <i>5 to 18 Years w/Special Needs</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,504.49 752.25	347.46 173.73	69.49 34.75									

The amounts listed above represent the maximum authorized rates for licensed child care centers. The parent/applicant may select a provider with a cost higher than these maximum rates; however, in such instances, the parent/applicant is totally responsible for all expenses in excess of these maximum rates, as well as for the required copayment.

* A 13-year-old child is only eligible for child care payments if they turn 13 during an eligibility period. A family will not be eligible for child care payments for a 13-year-old child at initial eligibility, except if the child has special needs.

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Table K.II NJ DHS Maximum Child Care Payment Rates: Registered Family Child Care Rates



Effective: August 1, 2024

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
MAXIMUM CHILD CARE PAYMENT RATES

	REGISTERED FAMILY CHILD CARE RATES											
	REGISTERED FAMILY CHILD CARE HOMES			3-STAR GROW NJ KIDS RATED FAMILY CHILD CARE HOMES			4-STAR GROW NJ KIDS RATED FAMILY CHILD CARE HOMES			5-STAR GROW NJ KIDS RATED FAMILY CHILD CARE HOMES		
	MONTHLY	WEEKLY	DAILY	MONTHLY	WEEKLY	DAILY	MONTHLY	WEEKLY	DAILY	MONTHLY	WEEKLY	DAILY
INFANTS <i>Birth to 17 Months</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,205.51 602.76	278.41 139.20	55.68 27.84	1,386.39 693.20	320.18 160.09	64.04 32.02	1,438.15 719.08	332.14 166.07	66.43 33.21	1,499.24 749.62	346.24 173.12	69.25 34.62
INFANTS <i>Birth to 17 Months w/Special Needs</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,354.33 677.17	312.78 156.39	62.56 31.28	1,406.10 703.05	324.73 162.37	64.95 32.47	1,457.86 728.93	336.69 168.34	67.34 33.67	1,509.63 754.82	348.64 174.32	69.73 34.86
TODDLERS <i>18 to 29 Months</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,205.51 602.76	278.41 139.20	55.68 27.84	1,309.04 654.52	302.32 151.16	60.46 30.23	1,360.51 680.26	314.21 157.10	62.84 31.42	1,421.59 710.80	328.31 164.16	65.66 32.83
TODDLERS <i>18 to 29 Months w/Special Needs</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,354.33 677.17	312.78 156.39	62.56 31.28	1,360.80 680.40	314.27 157.14	62.85 31.43	1,412.57 706.29	326.23 163.11	65.25 32.62	1,473.65 736.83	340.33 170.17	68.07 34.03
PRESCHOOL <i>30 Months to 5 Years</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,056.67 528.34	244.03 122.02	48.81 24.40	1,257.27 628.64	290.36 145.18	58.07 29.04	1,308.74 654.37	302.25 151.12	60.45 30.22	1,369.82 684.91	316.36 158.18	63.27 31.64
PRESCHOOL <i>30 Months to 5 Years w/Special Needs</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,205.51 602.76	278.41 139.20	55.68 27.84	1,309.04 654.52	302.32 151.16	60.46 30.23	1,360.51 680.26	314.21 157.10	62.84 31.42	1,421.59 710.80	328.31 164.16	65.66 32.83
SCHOOL-AGE <i>5 to 13 Years*</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,056.67 528.34	244.03 122.02	48.81 24.40									
SCHOOL-AGE <i>5 to 18 Years w/Special Needs</i> Full Time Care (6 hrs or more) Part Time Care (less than 6 hrs)	1,205.51 602.76	278.41 139.20	55.68 27.84									

The amounts listed above represent the maximum authorized rates for registered family child care. The parent/applicant may select a provider with a cost higher than these maximum rates; however, in such instances, the parent/applicant is totally responsible for all expenses in excess of these maximum rates, as well as for the required co-payment.

* A 13-year old child is only eligible for child care payments if they turn 13 during an eligibility period. A family will not be eligible for child care payments for a 13-year old child at initial eligibility, except if the child has special needs.

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Table K.III NJ DHS Maximum Child Care Payment Rates: Approved Home Rates



**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
MAXIMUM CHILD CARE PAYMENT RATES**

APPROVED HOME RATES

Effective: August 1, 2024	APPROVED HOMES FFN & IN-HOME PROVIDERS		
	MONTHLY	WEEKLY	DAILY
INFANTS <i>Birth to 17 Months</i>			
Full Time Care (6 hrs or more)	603.56	139.39	27.88
Part Time Care (less than 6 hrs)	301.78	69.70	13.94
INFANTS <i>Birth to 17 Months w/Special Needs</i>			
Full Time Care (6 hrs or more)	687.56	158.79	31.76
Part Time Care (less than 6 hrs)	343.78	79.39	15.88
TODDLERS <i>18 to 29 Months</i>			
Full Time Care (6 hrs or more)	603.56	139.39	27.88
Part Time Care (less than 6 hrs)	301.78	69.70	13.94
TODDLERS <i>18 to 29 Months w/Special Needs</i>			
Full Time Care (6 hrs or more)	687.56	158.79	31.76
Part Time Care (less than 6 hrs)	343.78	79.39	15.88
PRESCHOOL <i>30 Months to 5 Years</i>			
Full Time Care (6 hrs or more)	514.36	118.79	23.76
Part Time Care (less than 6 hrs)	257.18	59.39	11.88
PRESCHOOL <i>30 Months to 5 Years w/Special Needs</i>			
Full Time Care (6 hrs or more)	603.56	139.39	27.88
Part Time Care (less than 6 hrs)	301.78	69.70	13.94
SCHOOL-AGE <i>5 to 13 Years*</i>			
Full Time Care (6 hrs or more)	514.36	118.79	23.76
Part Time Care (less than 6 hrs)	257.18	59.39	11.88
SCHOOL-AGE <i>5 to 18 Years w/Special Needs</i>			
Full Time Care (6 hrs or more)	603.56	139.39	27.88
Part Time Care (less than 6 hrs)	301.78	69.70	13.94

The amounts listed above represent the maximum authorized rates for approved homes, including Family, Friend and Neighbor (FFN) and in-home child care providers. The parent/applicant may select a provider with a cost higher than these maximum rates; however, in such instances, the parent/applicant is totally responsible for all expenses in excess of these maximum rates, as well as for the required copayment.

* A 13-year old child is only eligible for child care payments if they turn 13 during an eligibility period. A family will not be eligible for child care payments for a 13-year old child at initial eligibility, except if the child has special needs.

Table K.IV NJ DHS Maximum Child Care Payment Rates: Summer Youth Camp Rates



**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
MAXIMUM CHILD CARE PAYMENT RATES**

SUMMER YOUTH CAMP RATES

Effective: August 1, 2024

	AMERICAN CAMPING ASSOCIATION (ACA) SUMMER YOUTH CAMPS		
	MONTHLY	WEEKLY	DAILY
SCHOOL-AGE 5 to 13 Years*			
<i>Full Time Care (6 hrs or more)</i>	1,243.87	287.27	57.45
<i>Part Time Care (less than 6 hrs)</i>	621.94	143.63	28.73
SCHOOL-AGE 5 to 18 Years w/Special Needs			
<i>Full Time Care (6 hrs or more)</i>	1,579.71	364.83	72.97
<i>Part Time Care (less than 6 hrs)</i>	789.86	182.42	36.48

The amounts listed above represent the maximum authorized rates for American Camping Association (ACA) Summer Youth Camps. The parent/applicant may select a provider with a cost higher than these maximum rates; however, in such instances, the parent/applicant will be responsible for all expenses over these maximum state payment rates, as well as for the required copayment.

* A 13-year old child is only eligible for child care payments if they turn 13 during an eligibility period. A family will not be eligible for child care payments for a 13-year old child at initial eligibility, except if the child has special needs.

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