

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 19, 2000

ALL-COUNTY LETTER NO. 00-41

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP COORDINATORS**REASON FOR THIS TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: FOOD STAMP EMPLOYMENT
AND TRAINING (FSET) PROGRAM
PLAN; FEDERAL FISCAL YEAR (FFY) 2001REFERENCE: MANUAL OF POLICIES AND PROCEDURES 63-407 THROUGH
63-410; FOOD STAMP ACT OF 1977; THE PERSONAL
RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT
OF 1996; AND, THE BALANCE BUDGET ACT (BBA) OF 1997.

The purpose of this letter is to inform counties of the FSET Program planning process for FFY 2001. We are beginning the process to ensure that the state plan is submitted to the United States Department of Agriculture (USDA) timely. We are asking counties to complete the attached plan (Attachment IV) by July 21, 2000 and return it to Tony Pyara, California Department of Social Services, 744 P Street, Sacramento, California 95814. Counties not participating in FSET only need to complete Table 1, 1A and 1B.

The plan follows the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) requirement for plan format and meets all existing plan requirements. The plan simplifies the county planning process by providing a detailed fill-in and check box plan format with space available for comments and /or explanation. While it may appear there is some duplication in the plan, all items are required in order to obtain federal approval. This detailed plan using the FNS format is required every other year.

In developing their plans, counties should continue to take into account the work requirements which were established by the Personal Responsibility and Work Opportunity Reconciliation Act (Act) of 1996. Section 6 (d) of the Act requires that in order to remain eligible for food stamps, non-exempt Able-bodied Adults Without Dependents (ABAWDs) are required to work 20 hours per week, participate in workfare or participate in a qualifying FSET activity for 20 hours per week.

In developing the plans counties should keep in mind the following:

- The Food Stamp Act, Section 6 (o)(1)(c) does not allow job club/job search, as a stand-alone component, to count toward meeting the 20-hour work requirement.
- Counties may continue to combine elements of traditional FSET components with drug and alcohol rehabilitation. Such activities are allowable if they are not considered “medical,” i.e., a course(s) of treatment provided by licensed physicians, psychologists, etc., intended to treat a diagnosed condition. However, to be countable, the drug and alcohol rehabilitation program must provide social and support services (discussion groups, general counseling, etc.) that can be directly linked to advancing an FSET participant’s employment opportunities, and that constitute only a minor portion of a component. For example, a county could require a maximum of one to five hours of participation in drug rehabilitation per week with the balance of the 20-hour requirement being met by attending a qualifying work activity
- The Food Stamp Act Section 6 (o)(6)(c) permits states to exempt 15 percent of its total ABAWD population that is in danger of losing food stamp eligibility for failure to meet the work requirement. Each county agency may apply this exemption as it deems appropriate and determine the most efficient and effective manner in which to use the exemption. Attachment I provides the number of exemptions counties can use each month. The criteria counties use to allocate the additional exemptions must be described in the county's FSET plan on Table 1B.

Funding for the FSET Program

Our preliminary estimate of California's share of FFY 2001 federal unmatched funding is \$11,000,000 for the base allocation and \$16,375,000 in supplemental unmatched funding (Attachment II). Participant reimbursement for child care, transportation and ancillary (Attachment III) is matched by federal and state participation. Each participating county's FFY 2001 grant is based on its share of the statewide non-assistance food stamp caseload for the twelve month period ending September 1999. Expenditures beyond the unmatched funding are 50 percent county and 50 percent federal. Only counties which intend to satisfy their MOE requirement may spend the supplemental funding. Once the county is given the final allocation including its share of the MOE, the county is obligated to spend the MOE. In the event the county does not spend any of the supplemental funds, the county’s MOE will be reimbursed during the federal fiscal year closeout.

As in the past, counties may spend up to 100 percent of their unmatched grant allocation to serve ABAWDs in qualifying activities i.e., a workfare program or an

allowable 20-hour per week work/training program. However, expenditures for non-ABAWDs and ABAWDs in non-qualifying activities, such as job club, cannot exceed **20 percent** of the 100 percent unmatched grant allocation. Any expenditure above 20 percent for non-qualifying components will be matched with 50 percent federal funds and 50 percent county funds.

The maximum reimbursement rates for county FSET expenditures established October 1, 1998 under the BBA are still in effect. Recognizing the uncertain level of compliance with various work requirements among the ABAWD population, USDA has set two levels for the reimbursement rate—one level for filled work slots and the other for unfilled or “offered” work slots. A slot is “filled” for the month a participant reports to a work or training site to begin his or her work activities and each month he/she remains in that activity. A slot is “offered” when a bona fide workfare or training opportunity is made available to a participant (i.e., the participant is told to report to a work site at a given date and time) but the participant either refuses the assignment or does not report as directed. In the case of self-directed workfare programs, the USDA will reimburse counties only for filled slots.

The following rates remain in effect for FFY 2001:

Offered work slots:	\$30
Filled work slots:	\$175

The USDA will determine the state's reimbursement amount by multiplying all the offered slots by \$30 and all the filled slots by \$175. The result is the maximum amount that will be reimbursed with 100 percent federal funds. Expenditures above the maximum amount are eligible for 50 percent federal reimbursement.

If you have any questions about this All County Letter, please have your staff contact Tony Pyara at (916) 657-2630. Questions concerning your allocation should be directed to the County Contracts and Financial Analysis Bureau at (916) 657-3806.

Sincerely,

***Original Document Signed By
Bruce Wagstaff on 6/19/00***

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Enclosure

c: CWDA
CSAC

**FFY 2001 ALLOCATION OF 15% EXEMPTIONS FOR
ABLE-BODIED ADULTS WITHOUT DEPENDENTS**

ABAWD Exemptions provided by Program 3/29/00

COUNTIES	NAFS Caseload 10/98 - 9/99	% to Total	Additional 15% ABAWD Exemptions 24,436
ALAMEDA	145,533	0.033665	823
ALPINE	182	0.000057	1
AMADOR	4,616	0.001093	27
BUTTE	55,555	0.011697	286
CALAVERAS	8,663	0.002076	51
COLUSA	5,072	0.001274	31
CONTRA COSTA	65,103	0.017074	417
DEL NORTE	12,238	0.002544	62
EL DORADO	15,768	0.003691	90
FRESNO	164,226	0.037022	905
GLENN	6,032	0.001223	30
HUMBOLDT	43,255	0.006010	147
IMPERIAL	48,556	0.010116	247
INYO	5,366	0.001251	31
KERN	161,078	0.037519	917
KINGS	40,030	0.008905	218
LAKE	22,204	0.004848	118
LASSEN	6,781	0.001680	41
LOS ANGELES	1,602,992	0.337291	8,242
MADERA	41,203	0.009287	227
MARIN	17,121	0.004133	101
MARIPOSA	3,979	0.001007	25
MENDOCINO	24,766	0.005898	144
MERCED	66,793	0.016303	398
MODOC	3,044	0.000559	14
MONO	1,323	0.000379	9
MONTEREY	59,193	0.012242	299
NAPA	11,603	0.002747	67
NEVADA	9,919	0.002437	60
ORANGE	162,094	0.039066	955
PLACER	16,715	0.003756	92
PLUMAS	3,359	0.000789	19
RIVERSIDE	146,318	0.036125	883
SACRAMENTO	197,254	0.047289	1,156
SAN BENITO	7,503	0.001581	39
SAN BERNARDINO	299,778	0.017605	430
SAN DIEGO	189,918	0.047312	1,156
SAN FRANCISCO	176,529	0.043831	1,071
SAN JOAQUIN	108,615	0.024600	601
SAN LUIS OBISPO	23,135	0.005236	128
SAN MATEO	17,684	0.004956	121
SANTA BARBARA	43,642	0.010185	249
SANTA CLARA	110,819	0.025250	617
SANTA CRUZ	24,029	0.006346	155
SHASTA	52,270	0.012867	314
SIERRA	598	0.000132	3
SISKIYOU	13,629	0.002728	67
SOLANO	32,839	0.008534	209
SONOMA	31,403	0.007810	191
STANISLAUS	73,893	0.017420	426
SUTTER	18,988	0.003826	93
TEHAMA	18,705	0.004378	107
TRINITY	4,582	0.000150	4
TULARE	93,346	0.022294	545
TUOLUMNE	11,209	0.002800	68
VENTURA	71,667	0.016910	413
YOLO	20,131	0.005474	134
YUBA	26,540	0.006722	164
TOTAL	4,649,386	1.000000	24,436

FSET PLANNING ALLOCATION FFY 2001 NAFS CASELOAD (INTAKE & CONTINUING)

SPECIFIC COUNTIES PARTICIPATING IN PROGRAM

Normal 50% Fed / 50% Co funds are not included in this planning allocation.

COUNTIES	Participating Cos NAFS Caseload 1098 - 9/99	% to Total	Distribution of 1st Component * \$10,090,000	Distribution of 2nd Component \$16,375,000	FEDERAL MOE MATCH \$3,947,692	STATE MOE \$560,000	COUNTY MOE \$3,387,692
ALAMEDA	145,533	0.036263	\$365,899	\$593,814	\$143,157	\$20,308	\$122,849
ALPINE	0	0.000000	\$0	\$0	\$0	\$0	\$0
AMADOR	0	0.000000	\$0	\$0	\$0	\$0	\$0
BUTTE	0	0.000000	\$0	\$0	\$0	\$0	\$0
CALAVERAS	0	0.000000	\$0	\$0	\$0	\$0	\$0
COLUSA	0	0.000000	\$0	\$0	\$0	\$0	\$0
CONTRA COSTA	65,103	0.016222	\$163,682	\$265,638	\$64,040	\$9,084	\$54,956
DEL NORTE	0	0.000000	\$0	\$0	\$0	\$0	\$0
EL DORADO	15,768	0.003929	\$39,644	\$64,338	\$15,511	\$2,200	\$13,311
FRESNO	164,226	0.040921	\$412,896	\$670,087	\$161,545	\$22,916	\$138,629
GLENN	0	0.000000	\$0	\$0	\$0	\$0	\$0
HUMBOLDT	43,255	0.010778	\$108,752	\$176,492	\$42,549	\$6,036	\$36,513
IMPERIAL	0	0.000000	\$0	\$0	\$0	\$0	\$0
INYO	0	0.000000	\$0	\$0	\$0	\$0	\$0
KERN	161,078	0.040137	\$404,982	\$657,242	\$158,448	\$22,477	\$135,971
KINGS	0	0.000000	\$0	\$0	\$0	\$0	\$0
LAKE	0	0.000000	\$0	\$0	\$0	\$0	\$0
LASSEN	0	0.000000	\$0	\$0	\$0	\$0	\$0
LOS ANGELES	1,602,992	0.399429	\$4,030,235	\$6,540,646	\$1,576,823	\$223,679	\$1,353,144
MADERA	41,203	0.010267	\$103,592	\$168,120	\$40,530	\$5,749	\$34,781
MARIN	17,121	0.004266	\$43,046	\$69,858	\$16,841	\$2,389	\$14,452
MARIPOSA	0	0.000000	\$0	\$0	\$0	\$0	\$0
MENDOCINO	24,766	0.006171	\$62,267	\$101,052	\$24,362	\$3,456	\$20,906
MERCED	0	0.000000	\$0	\$0	\$0	\$0	\$0
MODOC	3,044	0.000758	\$7,653	\$12,420	\$2,994	\$425	\$2,569
MONO	0	0.000000	\$0	\$0	\$0	\$0	\$0
MONTEREY	59,193	0.014750	\$148,823	\$241,524	\$58,227	\$8,260	\$49,967
NAPA	0	0.000000	\$0	\$0	\$0	\$0	\$0
NEVADA	0	0.000000	\$0	\$0	\$0	\$0	\$0
ORANGE	162,094	0.040390	\$407,536	\$661,388	\$159,448	\$22,618	\$136,830
PLACER	16,715	0.004165	\$42,025	\$68,202	\$16,442	\$2,332	\$14,110
PLUMAS	3,359	0.000837	\$8,445	\$13,706	\$3,304	\$469	\$2,835
RIVERSIDE	146,318	0.036459	\$367,872	\$597,018	\$143,929	\$20,417	\$123,512
SACRAMENTO	197,254	0.049151	\$495,935	\$804,850	\$194,034	\$27,525	\$166,509
SAN BENITO	0	0.000000	\$0	\$0	\$0	\$0	\$0
SAN	299,778	0.074698	\$753,701	\$1,223,176	\$294,884	\$41,831	\$253,053
SAN DIEGO	189,918	0.047323	\$477,491	\$774,917	\$186,817	\$26,501	\$160,316
SAN FRANCISCO	176,529	0.043987	\$443,829	\$720,287	\$173,647	\$24,633	\$149,014
SAN JOAQUIN	108,615	0.027064	\$273,079	\$443,179	\$106,842	\$15,156	\$91,686
SAN LUIS	23,135	0.005765	\$58,166	\$94,397	\$22,757	\$3,228	\$19,529
SAN MATEO	17,684	0.004406	\$44,461	\$72,156	\$17,395	\$2,468	\$14,927
SANTA BARBARA	0	0.000000	\$0	\$0	\$0	\$0	\$0
SANTA CLARA	110,819	0.027614	\$278,621	\$452,172	\$109,010	\$15,464	\$93,546
SANTA CRUZ	24,029	0.005987	\$60,414	\$98,045	\$23,637	\$3,353	\$20,284
SHASTA	52,270	0.013024	\$131,417	\$213,276	\$51,417	\$7,294	\$44,123
SIERRA	0	0.000000	\$0	\$0	\$0	\$0	\$0
SISKIYOU	13,629	0.003396	\$34,266	\$55,610	\$13,406	\$1,902	\$11,504
SOLANO	0	0.000000	\$0	\$0	\$0	\$0	\$0
SONOMA	31,403	0.007825	\$78,953	\$128,133	\$30,890	\$4,382	\$26,508
STANISLAUS	0	0.000000	\$0	\$0	\$0	\$0	\$0
SUTTER	0	0.000000	\$0	\$0	\$0	\$0	\$0
TEHAMA	0	0.000000	\$0	\$0	\$0	\$0	\$0
TRINITY	4,582	0.001142	\$11,520	\$18,696	\$4,507	\$639	\$3,868
TULARE	0	0.000000	\$0	\$0	\$0	\$0	\$0
TUOLUMNE	0	0.000000	\$0	\$0	\$0	\$0	\$0
VENTURA	71,667	0.017858	\$180,185	\$292,421	\$70,497	\$10,000	\$60,497
YOLO	20,131	0.005016	\$50,613	\$82,140	\$19,802	\$2,809	\$16,993
YUBA	0	0.000000	\$0	\$0	\$0	\$0	\$0
TOTAL	4,013,211	1.000000	\$10,090,000	\$16,375,000	\$3,947,692	\$560,000	\$3,387,692

* \$11,000,000 less \$400,000 State Ops, less \$510,000 Worker's Comp.
L. A. adjusted for rounding.

**FSET PLANNING ALLOCATIONFFY 2001
NAFS CASELOAD (INTAKE & CONTINUING) SPECIFIC COUNTIES PARTICIPATING IN PROGRAM**

PARTICIPANT REIMBURSEMENT

COUNTIES	FEDERAL SHARE \$1,124,285	STATE SHARE Cap Amount \$787,000	COUNTY SHARE \$337,285	TOTAL PARTIC. REIMB \$2,248,570
ALAMEDA	\$40,770	\$28,539	\$12,232	\$81,541
ALPINE	\$0	\$0	\$0	\$0
AMADOR	\$0	\$0	\$0	\$0
BUTTE	\$0	\$0	\$0	\$0
CALAVERAS	\$0	\$0	\$0	\$0
COLUSA	\$0	\$0	\$0	\$0
CONTRA COSTA	\$18,238	\$12,767	\$5,472	\$36,477
DEL NORTE	\$0	\$0	\$0	\$0
EL DORADO	\$4,417	\$3,092	\$1,326	\$8,835
FRESNO	\$46,007	\$32,205	\$13,803	\$92,015
GLENN	\$0	\$0	\$0	\$0
HUMBOLDT	\$12,118	\$8,482	\$3,635	\$24,235
IMPERIAL	\$0	\$0	\$0	\$0
INYO	\$0	\$0	\$0	\$0
KERN	\$45,125	\$31,588	\$13,538	\$90,251
KINGS	\$0	\$0	\$0	\$0
LAKE	\$0	\$0	\$0	\$0
LASSEN	\$0	\$0	\$0	\$0
LOS ANGELES	\$449,073	\$314,350	\$134,721	\$898,144
MADERA	\$11,543	\$8,080	\$3,463	\$23,086
MARIN	\$4,796	\$3,357	\$1,440	\$9,593
MARIPOSA	\$0	\$0	\$0	\$0
MENDOCINO	\$6,938	\$4,857	\$2,081	\$13,876
MERCED	\$0	\$0	\$0	\$0
MODOC	\$853	\$597	\$256	\$1,706
MONO	\$0	\$0	\$0	\$0
MONTEREY	\$16,583	\$11,608	\$4,974	\$33,165
NAPA	\$0	\$0	\$0	\$0
NEVADA	\$0	\$0	\$0	\$0
ORANGE	\$45,410	\$31,787	\$13,623	\$90,820
PLACER	\$4,683	\$3,278	\$1,404	\$9,365
PLUMAS	\$941	\$659	\$282	\$1,882
RIVERSIDE	\$40,990	\$28,693	\$12,298	\$81,981
SACRAMENTO	\$55,260	\$38,682	\$16,578	\$110,520
SAN BENITO	\$0	\$0	\$0	\$0
SAN BERNARDINO	\$83,982	\$58,787	\$25,194	\$167,963
SAN DIEGO	\$53,205	\$37,243	\$15,962	\$106,410
SAN FRANCISCO	\$49,454	\$34,618	\$14,836	\$98,908
SAN JOAQUIN	\$30,428	\$21,300	\$9,128	\$60,856
SAN LUIS OBISPO	\$6,481	\$4,537	\$1,944	\$12,962
SAN MATEO	\$4,954	\$3,468	\$1,486	\$9,908
SANTA BARBARA	\$0	\$0	\$0	\$0
SANTA CLARA	\$31,045	\$21,732	\$9,314	\$62,091
SANTA CRUZ	\$6,732	\$4,712	\$2,019	\$13,463
SHASTA	\$14,643	\$10,250	\$4,393	\$29,286
SIERRA	\$0	\$0	\$0	\$0
SISKIYOU	\$3,818	\$2,673	\$1,145	\$7,636
SOLANO	\$0	\$0	\$0	\$0
SONOMA	\$8,797	\$6,158	\$2,640	\$17,595
STANISLAUS	\$0	\$0	\$0	\$0
SUTTER	\$0	\$0	\$0	\$0
TEHAMA	\$0	\$0	\$0	\$0
TRINITY	\$1,284	\$899	\$384	\$2,567
TULARE	\$0	\$0	\$0	\$0
TUOLUMNE	\$0	\$0	\$0	\$0
VENTURA	\$20,077	\$14,054	\$6,023	\$40,154
YOLO	\$5,640	\$3,948	\$1,691	\$11,279
YUBA	\$0	\$0	\$0	\$0
TOTAL	\$1,124,285	\$787,000	\$337,285	\$2,248,570

**HANDBOOK ON PREPARING
COUNTY PLANS FOR FOOD STAMP
EMPLOYMENT AND TRAINING PROGRAMS**

Revised March 2000

INTRODUCTION AND PLANNING REQUIREMENTS

The purpose of this handbook is to specify the format in which each County Welfare Department (CWD) must present the information required in its Food Stamp Employment and Training (FSET) Plan. There is a very limited period of time for approving County FSET Plans. Therefore, to expedite the approval process and enable CWDs to implement their Federal Fiscal Year (FFY) 2001 program on October 1, 2001, the County FSET Plans *must* be submitted in this standard format.

Manual of Policies and Procedures Section 63-407.842 requires counties to submit a plan in accordance with guidelines specified by CDSS. This revised handbook captures information the Department needs to meet federal requirements for FFY 2001 and FY 2002. Tables for providing FFY 2001 information are also included. Future legislative action could bring about revisions to current food stamp work requirements necessitating changes in FFY 2001 FSET County Plans. The State will provide updates if necessary.

Plan Requirements

Receipt of a Federal grant for the FSET Program is contingent upon approval of the State FSET Plan. Counties must complete this handbook in order for California to receive the grant. For more information, contact Tony Pyara at (916) 657-2630.

Plan Submission Schedule

Plans must be submitted by June 30, 2000

Address for Plan Submission

Send two copies of the County FSET Plan to:

California Department of Social Services
744 P Street, Mail Station 16-33
Sacramento, California 95814
Attention: Tony Pyara

Plan Modifications

If any significant changes are to be made to the FSET program during the year(s) for which a County FSET Plan applies, the CWD must submit a Plan modification to the above address. The modification request must be approved before the proposed change may be implemented. The CWD may be liable for costs associated with implementation of any significant change prior to approval by the State. The following are examples of changes that would require a formal modification of the County FSET Plan:

- Major change in components (e.g., adding, deleting, or modifying a component);
- Change in the amount of expenditures expected to exceed the 100percent FSET grant level for which the CWD will request 50 percent Federal reimbursement and/or;
- Change in the method of paying participant reimbursement.

The Plan modification must include an explanation of the proposed change(s), as well as, a revised copy of Table 1 and 1A, Estimated Participant Levels, and Table 2 and 2A, Estimated FSET Placement Levels, if participation levels change as a result of the Plan modification. In addition, a revised copy of Table 4 and 4A, Operating Budget, and Table 5 and 5A, Planned Fiscal Year Costs, must be included if the Plan modification would result in a change in the operating budget and/or a change in the amount of any of the funding categories.

Examples of some changes to the County FSET Plan that do not require approval by the State include:

- the substitution of one contractor for another which does not affect the scope or operation of a component or,
- a change in the targeted population of a component (e.g., from illiterate adults to high school dropouts under 20 years old) which does not affect the participation levels or component cost.

Although State approval is not required for these changes, it is imperative that ***all*** changes to the County FSET Plan be reported to the State in a timely manner in order that timely changes to the State Plan may be sent to FNS. These changes should be reported by written changes to the appropriate sections of the Plan.

PART I

SUMMARY OF COUNTY FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM

Part I of the County FSET Plan summarizes the FSET program that the County plans to implement.

In Section I–A provide an outline of the major features of the CWD’s FSET program. In Section I–B describe the components that will be included in the program.

- A. Abstract of the County FSET Program.** Provide a brief narrative that summarizes and affords an overall perspective of the FSET program. The abstract should, at a minimum, include the following information:
 - 1. Program Changes.** Both the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and the Balanced Budget Act of 1997 contain significant amendments concerning FSET, participation/work requirements for ABAWDs, and Federal funding requirements. County FSET programs are undergoing drastic changes as Counties design and implement strategies to create qualifying work opportunities for ABAWDs and meet program spending requirements while continuing to provide traditional FSET services to their food stamp work registrant populations. Describe here the nature of the changes proposed in the Plan.

- 2. ABAWD Population.** Estimate the size of the ABAWD population to be served by the program. Discuss planned implementation of the 15 percent ABAWD exemption allowance, specifically the categories of ABAWDs to be exempted. Discuss any special problems associated with the ABAWD population, e. g., anticipated high noncompliance levels, significant barriers faced by ABAWDs, etc.
- 3. Program Components.** The Food Stamp Act, Section 6 (d)(4)(B) allows an FSET program to consist of many different types of components, including but not limited to (see Table 4):
- independent job search;
 - job search training and support;
 - workfare;
 - educational programs to improve employability;
 - work experience or training to improve employability;
 - other employment oriented activities (e.g., job placement, supported work experience, Workforce Investment Act (WIA) services);
 - self-employment training; and
 - education and training components in combination with drug/alcohol services.

List the components that will be included in the FSET program. Discuss the weekly/monthly hours of participation required of each, and describe planned combinations of components to meet the statutory requirement of 20 hours participation per week to qualify as a work program for ABAWDs.

- 4. Sequencing of Components.** If it is intended that persons will be placed in more than one component over the course of the year, describe the sequence in which the components will be assigned.

5. **Other Employment Programs.** Describe other employment and training programs that serve food stamp/CalWORKs/GA recipients and how the FSET Program will interface with them. Detail the coordination between the CalWORKs Welfare to Work program and the FSET Program, including administrative consolidations and shared components, if any.
6. **Workforce Development System.** Describe the CWD's Plans for delivering each of its FSET components through its workforce development system. If a particular component is not available locally through the system, discuss the source(s) the County will use to provide it.
7. **Outcome Data.** FNS is interested in receiving any outcome data, such as numbers of participants entering employment, types of employment found, wage rates, etc., collected by Counties. Please forward such data with the FSET County Plan. FNS would also like to have a copy of any evaluations or studies relating to employment and training conducted or commissioned by Counties.

B. Program Components. In this part of the Plan provide detail on each of the components included in the FSET program.

1. **Explanation of Terms.** Below are explanations of items that must be included in the component descriptions, as appropriate:
 - **Description of component.** Describe the participant activities of the component.
 - **Type of component.** Each component must be designated as either a work or non-work component. Work components are limited to workfare, OJT, or work experience. Participation in a work component for a food stamp household in a month is limited to the number of hours obtained by dividing the household's monthly benefit level by the higher of the

applicable Federal or State minimum wage. Depending on the amount of the household's monthly food stamp allotment, individuals in work components can be required to work up to 30 hours per week. Any other type of component must be defined as a "non-work component", (e.g., job search or job club.) Individual participation in combined work and non-work components is limited to a total of 120 hours per month, regardless of household allotment size. Participants in non-work components may be required to participate for up to 120 hours per month regardless of allotment size.

- ***Geographic areas covered and variations among local areas.***
Summarize the areas where this particular component will operate (e.g., Countywide).
- ***Anticipated number of ABAWDs who will begin the component.***
Those nonexempt work registrants subject to the time limit who begin a component. ABAWDs will be sanctioned if they fail to comply with the component requirements without good cause.
- ***Anticipated number of mandatory participants who will begin the component.*** Those nonexempt work registrants who begin a component and who will be sanctioned if they fail to comply with the component requirements without good cause.
- ***Anticipated number of volunteers who will begin the component.***
Exempt food stamp recipients or ABAWDs subject to the time limit who volunteer for and begin a component. Volunteers are not subject to sanctions for noncompliance.
- ***Number of participants expected to receive a participant reimbursement and the estimated amount of reimbursements to be***

paid. Provide realistic estimates of how many individuals are expected to need reimbursement and the amount of money needed. Include separate estimates for 1) transportation and costs other than dependent care, **and** 2) dependent care costs. Use actual spending for the current operating year as a starting point for future budget projections.

In developing participant reimbursement estimates, use projected participation levels that take into account attrition and noncompliance by persons who are placed in components. For example, if—based on experience—a CWD expects that 80 percent of 1,000 persons referred to a two-month FSET component will participate, and the County spent an average of \$20 per participant per month in FY 98, a reasonable estimate for transportation and other costs might be \$32,000 (800 persons x \$20/month = \$16,000 x 2 months = \$32,000). In determining dependent care costs, if a CWD expects that 20 percent of the 800 participants will require dependent care services at an average of \$200 per dependent per month for an average of two dependents, a reasonable estimate for dependent care reimbursement would be \$128,000 (160 persons x \$200 x 2 dependents x 2 months = \$128,000).

- **Targeted population.** What criteria are used to determine who is placed in this component (e.g., ABAWDs, persons who have previously completed other components; non-English speaking persons)? Are applicants as well as participants served?
- **Level of participant effort, or number of hours of participation in the component and duration.** Specify for each component description the level of effort for participants. FNS offers a level of effort comparable to 12 hours per month per participant for two months as a guideline for a meaningful non-ABAWD component, but CWD's can propose other meaningful participation levels. One way for ABAWDs to remain eligible

for food stamps is to participate for 20 hours or more a week in non–work, education/training activities.

- **Organizational responsibilities.** Specify service providers. Which entity operates this component (e.g., County operates individual job search; contractor operates vocational training)?
- **Cost of the component per placement.** Compute the estimated cost per placement by adding the anticipated number of placements of both mandatory participants and volunteers and divide that sum into the estimated total cost of the component, **excluding** participant reimbursement. Do not include the number of persons sent a notice of adverse action.
- **Total cost of the component.** Provide the estimated combined Federal, State and County cost including participant reimbursement, and the estimated combined Federal and County cost without participant reimbursement. This cost must be the same as specified on Table 4, the Operating Budget (See Part IV).

2 Component Summaries. The following sections outline the information that must be included for each specific component (use additional space when necessary).

a Job Search. Note: job search is not a qualifying ABAWD activity.

- Name of the component.
- Description of component.
- Type of component.
- Geographic areas covered and variations among local areas.
- Anticipated number of mandatory participants.
- Anticipated number of volunteer participants.

- Number of job contacts that will be required over what time period.
- Targeted population.
- Organizational responsibilities.
- Method for monitoring job contacts (e.g., random phone calls).
- Per participant cost of participant reimbursement; number of participants expected to receive a participant reimbursement; and the estimated amount of reimbursements to be paid. Separate dependent care from transportation and other costs (see Part IV.C.).
- Cost of the component per placement, excluding reimbursement.
- Total cost of the component, including reimbursement (must be the same amount as on Table 4(4a), the Operating Budget), and excluding reimbursement.

b. Job Search Training. Note: job search training is not a qualifying ABAWD activity.

- Name of the component.
- Description of component.
- Type of component.
- Description of component structure (e.g., group training and motivation followed by supervised job club). Describe the duration and goals of the training as well as any specific job search requirements.
- Geographic areas covered and local variations.
- Anticipated number of mandatory participants.
- Anticipated number of volunteers.
- Targeted population.
- Level of participant effort.
- Duration (e.g., 1 week, 30 hours per week, of classroom training, followed by 2 weeks, 10 hours per week, of actual job search).
- Organizational responsibilities.

- Per participant cost of participant reimbursement; number of participants expected to receive a participant reimbursement; and the estimated amount of reimbursements to be paid. Separate dependent care from transportation and other costs (see Part IV.C.).
- Cost of the component per placement, excluding reimbursement (child care, transportation or ancillary.)
- Total cost of component, including reimbursement (must be the same amount as on Table 4(4a), the Operating Budget), and excluding reimbursement.

c. Workfare.

- Name of the component.
- Description of component. **Include in the description whether, following the initial determination of eligibility, newly certified ABAWDs are required to conduct a 30–day job search.**
- Type of component.
- Geographic areas covered and local variations.
- Anticipated number of ABAWD participants.
- Anticipated number of other mandatory participants.
- Anticipated number of volunteers.
- Targeted population.
- Duration.
- Organizational responsibilities (e.g., Employment Services develops worksites; CWD assigns participants and monitors activity).
- Per participant cost of participant reimbursement; number of participants expected to receive a participant reimbursement; and the estimated amount of reimbursements to be paid. Separate dependent care from transportation and other costs (see Part IV.C.).
- Cost of the component per placement—excluding reimbursement.

- Total cost of component, including reimbursement (must be the same amount as on Table 4(4a), the Operating Budget), and excluding reimbursement.
- d. Comparable (self-initiated) Workfare.** List only comparable workfare programs established by a County under section 6(o)(2)(C) of the Food Stamp Act. **NOTE: In order to qualify for Federal financial participation, a full description of the comparable workfare program must be included in the County FSET Plan.**
- Name of the component.
 - Description of component. **Include the method used to determine the monthly number of participation hours.**
 - Type of component.
 - Geographic areas covered and local variations.
 - Anticipated number of ABAWDs who will enter the component.
 - Organizational responsibilities, if any.
 - ABAWD responsibilities (finding workfare position, keeping track of hours of participation, reporting, etc.).
 - If applicable, the per participant cost of participant reimbursement; number of participants expected to receive a participant reimbursement; and the estimated amount of reimbursements to be paid.
 - Cost of the component per placement—excluding applicable reimbursements.
 - Total cost of component, including applicable reimbursements (must be the same amount as on Table 4(4a), the Operating Budget), and excluding applicable reimbursements.

e. Education

- Name of the component.
- Description of component.
- Type of component.
- Type of education activities (e.g., ESL; GED; basic literacy, ABE, post-secondary education).
- Geographic areas covered and local variations.
- Anticipated number of ABAWD participants.
- Anticipated number of other mandatory participants.
- Anticipated number of volunteers.
- Targeted population.
- Level of participant effort.
- Duration (e.g., 3 hours per week at night over a 4 month period).
- Organizational responsibilities (e.g., CWD refers participants to basic adult education classes and monitors progress).
- Link to employment. Explain how the educational services will be directly related to employability.
- Per participant cost of participant reimbursement; number of participants expected to receive a participant reimbursement; and the estimated amount of reimbursements to be paid. Separate dependent care from transportation and other costs (see Part IV.C.).
- Cost of the component per placement, excluding reimbursement (e.g., ESL \$50 per person; GED \$200 per person).
- Total cost of the component, including reimbursement (must be the same amount as on Table 4(4a), the Operating Budget), and excluding reimbursement.

f. Vocational Training

- Name of the component.
- Description of training program.
- Type of component.

- Geographic areas covered and local variations.
- Anticipated number of ABAWD participants
- Anticipated number of other mandatory participants.
- Anticipated number of volunteers.
- Level of effort.
- Duration (e.g., one to three month course, two to four hours per day).
- Targeted population.
- Organizational responsibilities.
- Per participant cost of participant reimbursement; number of participants expected to receive a participant reimbursement; and the estimated amount of reimbursements to be paid. Separate dependent care from transportation and other costs (see Part IV.C.).
- Cost of the component per placement, excluding reimbursement.
- Total cost of the component, including reimbursement (must be the same amount as on Table 4(4a), the Operating Budget), and excluding reimbursement.

g. Combination and Additional Components. Include programs under the Workforce Investment Act (WIA) of 1998, programs under section 236 of the Trade Act of 1974 (19 U.S.C. 2296), and other employment and training programs operated or supervised by the County or by a political subdivision of the County. **NOTE: In order to qualify for Federal financial participation, a full description of the additional component must be included in the County FSET Plan and it must adhere to statutory limitations on hours of work and/or participation for FSET participants.**

- Name of the component.
- Description of component.
- Type of component.
- Geographic areas covered and local variations.

- Anticipated number of ABAWD, mandatory, and volunteer participants.
- Targeted population.
- Level of participant effort.
- Duration.
- Organizational responsibilities.
- Per participant cost of participant reimbursement; Number of participants expected to receive a participant reimbursement; and the estimated amount of reimbursements to be paid. Separate dependent care from transportation and other costs (see Part IV.C.).
- Cost of the component per placement, excluding reimbursement.
- Total cost of the component, including reimbursement (must be the same amount as on Table 4(4a), the Operating Budget), and excluding reimbursement.

SAMPLE ONLY

Workfare

- Name of component: Work for Benefits.
- Description of component: Work for Benefits is a work component. Following the initial determination of eligibility, newly certified ABAWDs are required to conduct a 30-day job search. Participants attend two days (six hours each) of classroom instruction on job search techniques, including interviewing, telephone technique, preparation for interviewing and good work habits. The next five days are spent in a phone room arranging interviews with prospective employers. Participants must make five documented job contacts a day in the subsequent three weeks, reporting to a case manager every other week. At the end of the 30-day job search period, if the ABAWD has not obtained employment, he/she is offered a workfare slot at a local public or private non-profit agency, such as a government facility or a charitable organization. If the ABAWD accepts the offer, he or she will be required to work total monthly hours equivalent to the number obtained by dividing the household's monthly food stamp allotment by the minimum wage.
- Geographic areas covered: The workfare component will operate in all sections in the County. There is no local variation. The specified activities are provided in a standard fashion throughout the county.
- Anticipated number of work slots to be offered to ABAWDs per month: 1,000. Number of anticipated filled work slots per month: 200.
- Anticipated number of other mandatory participants: 0
- Anticipated number of volunteers: 0
- Targeted population: The workfare component will provide work opportunities for ABAWDs.
- Level of participant effort: See above description.
- Duration: indefinite.

- Organizational responsibilities: County contracts Employment Services to provide workfare slots.
- Per participant cost of participant reimbursement: \$25 for transportation and other costs for 200 ABAWDs monthly. Total monthly cost of participant reimbursements: \$5,000 ($\25×200).
- Cost of the component per placement: N/A.
- Total cost of component excluding reimbursement: \$708,000 ($\30×800 unfilled slots per month $\times 12$ months = \$288,000. $\$175 \times 200$ filled slots per month $\times 12$ months = \$420,000. $\$288,000 + \$420,000 = \$708,000$). Total cost including reimbursement: \$768,000.

PART II

PROGRAM PARTICIPATION AND EXEMPTIONS

This section of the County FSET Plan contains data the CWD used to design and Plan its FSET program. It includes: 1) the number and characteristics of the expected pool of work registrants; 2) an explanation of whether the CWD is able to produce an unduplicated count of work registrants; 3) the estimated number of work registrants the CWD intends to exempt from FSET, along with a discussion of the proposed exemption criteria; and 4) the anticipated number of placements into FSET components.

Additionally, this section now includes: 1) the number of ABAWDs anticipated in the County during the fiscal year; 2) the estimated average monthly number of ABAWDs included in the County's 15 percent exemption allowance, along with a discussion of how the County intends to apply the exemption (e.g., categorically, on a case-by-case basis, etc.); and 3) the number of ABAWDs the CWD anticipates serving in qualifying education/training and/or workfare activities.

In this section, provide a clear explanation of the methods used to estimate the number of work registrants, ABAWDs and the potential number of FSET placements, including ABAWDs. Use actual figures from the current fiscal year whenever possible in formulating the projection. Be as accurate as possible in developing these estimates.

A. Work Registrant Population.

1. Number of Work Registrants. Include the following work registrant data as you report on the STAT 40:

- a. The number of work registrants expected to be in the County as of October 1, 2000 of the fiscal year.
- b. The anticipated number of new work registrants to be added between November 1, 2000 and September 30, 2001 of the fiscal year.
- c. The total number of work registrants in the County between October 1, 2000 and September 30, 2001 of the fiscal year ($a + b = c$).

2. Characteristics of Work Registrants. One part of the Planning process is a careful analysis of the characteristics of the work registrant population and the potential FSET caseload. This type of analysis is helpful in determining the scale of program that is anticipated, as well as for deciding what types of services/components to provide. In addition, these data could be used to justify exemption criteria. If such analysis has been done, include a summary of the characteristics of the work registrant population in this section of the Plan. The data should reflect the type of analysis used by the CWD to determine the composition of the FSET program chosen by the CWD. The summary should note how the data were compiled (e.g., special survey, FSET Program data, analysis of the Quality Control data, agency automated client record or certification system).

- B. Number of Work Registrants Exempt from the FSET Program.** Indicate the percentage and number of the CWD's total work registrant population that are expected to be in the categorical and individual exemption categories. Use the format in **Table 1, Estimated Participant Levels**. Use Table 1 for FY 2001 and Table 1A for FY 2002 estimates.
- C. Planned FSET Program Participation.** Indicate the estimated number (including ABAWDs) of mandatory work registrants and volunteers that the CWD expects to begin a component. Use the format in **Table 2, Estimated FSET Placement Levels**. Use Table 2 for FY 2001 and Table 2A for FY 2002 estimates. Note that Table 2 reflects a count of placements *not* participants. A participant may begin and participate in more than one component over the course of the year. Each time the participant begins a new component the CWD counts a placement. However, if participation in a single component is not continuous (e.g., participation is interrupted by a disqualification), count the participant as placed only at the time of initial commencement of the component (refer to STAT 40).

D. ABAWD Information. (refer to STAT 46) On Tables 1 and 1A include the CWD's estimate of: 1) the number of ABAWDs expected to be in the County during the fiscal year; and 2) the average monthly number of ABAWDs included in the CWD's 15 percent ABAWD exemption allowance. On Tables 2 and 2A please include an estimate of: 1) the number of workfare opportunities it will create for ABAWDs, broken down by "offered" or "filled" status; and 2) the number of qualifying education and training opportunities it will create for ABAWDs, again broken down by "offered" or "filled" status.

TABLE 1
ESTIMATED PARTICIPANT LEVELS
FISCAL YEAR 2001

A.	Total number of work registrants in the County during the Planned Federal Fiscal Year.	_____
B.	List exemptions and the number of work registrants categorically exempt from FSET participation.	
	1. Geographic (Non-FSET Counties Only)	_____
	2. Substitute Program (WIA, etc.)	_____
	Total	_____
C.	List deferrals and the number of work registrants individually deferred from FSET participation.	
	1. Temporary illness	_____
	2. Lack of child care	_____
	3. Lack of transportation to/or living too far from FSET program	_____
	4. Family difficulties	_____
	5. Legal difficulties	_____
	6. Temporarily unemployed, expected to return to work within 60 days	_____
	Total	_____
D.	Total number of work registrants exempt/deferred from FSET (B+C)	_____
E.	Percent of all work registrants exempt/deferred from FSET (D/A)	_____
F.	Number of FSET mandatory participants (A-D)	_____
G.	Total number of ABAWDs in the County during the Planned Federal Fiscal Year.	_____
H.	Number of ABAWDs exempt under the County's 15 percent ABAWD exemption allowance.	_____

TABLE 1A
ESTIMATED PARTICIPANT LEVELS
FISCAL YEAR 2002

A.	Total number of work registrants in the County during the Planned Federal Fiscal Year.	_____
B.	List exemptions and the number of work registrants categorically exempt from FSET participation.	
	1. Geographic (Non-FSET Counties Only)	_____
	2. Substitute Program (WIA, etc.)	_____
	Total	_____
C.	List deferrals and the number of work registrants individually deferred from FSET participation.	
	1. Temporary illness	_____
	2. Lack of child care	_____
	3. Lack of transportation to/or living too far from FSET program	_____
	4. Family difficulties	_____
	5. Legal difficulties	_____
	6. Temporarily unemployed, expected to return to work with in 60 days	_____
	Total	_____
D.	Total number of work registrants exempt/deferred from FSET (B+C)	_____
E.	Percent of all work registrants exempt/deferred from FSET (D/A)	_____
F.	Number of FSET mandatory participants (A-D)	_____
G.	Total number of ABAWDs in the County during the Planned Federal Fiscal Year.	_____
H.	Number of ABAWDs exempt under the County's 15 percent ABAWD exemption allowance.	_____

TABLE 1B

COUNTY 15 % EXEMPTION CRITERIA FISCAL YEAR 2001-2002

Provide the criteria the county will use to exempt the additional ABAWDs under the county's 15 percent exemption allowance. If not using the 15 percent exemption, provide explanation below. Refer to pages 20 and 21, Table 1, item H. and Table 1A, item H. Examples of exempted criteria are, but not limited to, individuals who were under the age of 21 or over the age of 45, who were homeless, who were residing in shelters for battered women, who had physical or mental health problems, who could not obtain certification from a health care provider that they were unable to work, or lives an unreasonable distance from the FSET site.

CRITERIA FOR FISCAL YEAR 2001:

CRITERIA FOR FISCAL YEAR 2002:

REASON FOR NOT IMPLEMENTING THE 15% EXEMPTION

TABLE 2

**ESTIMATED FSET PLACEMENT LEVELS
FISCAL YEAR 2001**

(refer to STAT 40)

- A. Number of times mandatory participants are expected to begin a component. _____
- B. Number of times volunteer participants are expected to begin a component. _____
- C. Total number of placements the CWD expects to make during the year. _____

**ESTIMATED ABAWD ACTIVITY
FISCAL YEAR 2001**

(refer to STAT 46)

- A. Number of workfare slots expected to be created in the County.
 - 1. Offered slots _____
 - 2. Filled slots _____
- B. Number of education and training slots expected to be created in the County.
 - 1. Offered slots _____
 - 2. Filled slots _____
- C. Number of ABAWD slots the CWD expects to create during the year.
 - Offered slots (**A1+B1**) _____
 - Filled slots (**A2+B2**) _____
 - Total _____

TABLE 2A

**ESTIMATED FSET PLACEMENT LEVELS
FISCAL YEAR 2002
(refer to STAT 40)**

- A. Number of times mandatory participants are expected to begin a component. _____
- B. Number of times volunteer participants are expected to begin a component. _____
- C. Total number of placements the CWD expects to make during the year. _____

**ESTIMATED ABAWD ACTIVITY
FISCAL YEAR 2002
(refer to STAT 46)**

- A. Number of workfare slots expected to be created in the County.
 - 1. Offered slots _____
 - 2. Filled slots _____
- B. Number of education and training slots expected to be created in the County.
 - 1. Offered slots _____
 - 2. Filled slots _____
- C. Number of ABAWD slots the CWD expects to create during the year.
 - Offered slots (**A1+B1**) _____
 - Filled slots (**A2+B2**) _____
 - Total _____

PART III

PROGRAM COORDINATION

In Part III of the County FSET Plan, describe coordination within the County Food Stamp Program as well as interagency coordination between the County Food Stamp Program and other agencies within the CWD and/or other agencies and entities outside the CWD.

A. Program Coordination. Clearly describe how the FSET program relates to other processes in the Food Stamp Program.

1. Narrative Coordination Statement. Include an organization chart and a client flow chart. Describe the linkages between the following food stamp functions and the FSET program:

- intake, application, and recertification;
- work registration;
- screening for FSET participation;
- FSET component assignment;
- monitoring compliance with component requirements;
- determination of good cause;
- preparation of the Notice of Adverse Action; and
- sanctioning resulting from noncompliance with the FSET program requirements.

2. Information Coordination. Briefly describe how information will be coordinated and exchanged (e.g., forms, computer linkages, documentation of participant status and actions taken). Note actions taken by the CWD level during the Planning process to improve coordination and information flow between the FSET program and other agency units.

Describe the intake and sanction systems described in Part III A.1. It is particularly important to describe the procedures established to assure that appropriate sanction actions are begun after learning of an mandatory participant's noncompliance with FSET requirements within the time frames established by the Food Stamp Program regulations specified in Manual of Policy and Procedures 63-407.5. If the CWD wishes to use intake or other systems which are compatible with its CalWORKs work program, describe the proposed systems in this section of the County FSET Plan.

3. Coordination Time Frames. Describe time frames associated with the FSET program and the major Food Stamp Program functions (e.g., how much time elapses between application for food stamps and referral into the FSET program, and between a finding of noncompliance and initiation of a Notice of Adverse Action).

B. Interagency Coordination. An important aspect of the FSET program is the need to closely coordinate with other relevant programs and agencies to maximize the use of all resources to assist food stamp applicants and recipients in improving their employability and self-sufficiency. In this section of the County FSET Plan describe the linkages between the FSET program and other programs using the format presented in **Table 3, Summary of Interagency Coordination**. Table 3 is summarized below:

1. Areas of Coordination. Agencies or programs that may have linkages with FSET include:

- Employment Service (ES);
- Board of Education;
- Vocational Education Agency;
- Social Services Agency;
- CalWORKs work programs;
- WIA;
- General Assistance Work Program; and
- Other agencies or programs as appropriate.

Linkages described should include:

- Another agency delivers services in an FSET component;
- The CWD delivers services for another program or agency (e.g., the CWD has a contract to provide job search training to WIA clients);
- The FSET program and another program or agency jointly operate one or more components (e.g., integrated Job Clubs).
- The FSET program refers individuals to another agency or program for services (e.g., referral to public adult education classes for remedial education); and
- Specify other areas of coordination as appropriate.

2. Coordination Methods May Include:

- Non-financial interagency agreements;
- Contract for provision of services;
- Joint Plans of operation (e.g., the FSET Program and CalWORKs work program prepare one integrated operations Plan or manual);
- Informal referral procedures (e.g., the FSET Program refers participants to WIA or the ES according to the regular intake policies for those programs, with no special arrangements for FSET participants); and
- Specify other methods of coordination as appropriate (e.g., joint advisory committees; joint staff training; exchange of job orders or Job Bank).

C. Contractual Arrangements. As specified in MPP 63-407.842(b), if the CWD anticipates contracting out any portions of the FSET program, the plan must specify the activities to be delegated to the contractor(s) (e.g., assessment, provision of FSET services). Specific information on the contractual arrangements does not have to be included in the County FSET Plan. However, this information must be maintained by the CWD and be available for review by CDSS or FNS upon request. Such information includes:

- Name and location of the contractor;
- Amount of the contract;
- The contract management approach (e.g., performance based contract);
- The basis for charging for contractual services (i.e., will actual costs be claimed or a certain amount per activity?);
- Number of persons expected to be placed through the contract.;
- Whether the contract was competitively awarded or sole sourced (i.e., not bid, but negotiated); and
- The method for monitoring the performance of the contractor, and the results of such monitoring.

TABLE 3

SUMMARY OF INTERAGENCY COORDINATION FOR THE FSET PROGRAM

FSET	Methods of Coordination Areas of Coordination	Agencies (List all that are involved)	Number of Placements Expected
1.	Delivers an FSET component		
2.	The FSET program delivers a service for another agency or program		
3.	Joint component of the FSET program and another agency or program		
4.	Referral of individuals from the FSET program to another program or agency		
5.	Other forms of coordination (Specify) _____ _____ _____ _____ _____		

PART IV

PROGRAM COSTS AND FINANCIAL MANAGEMENT

Address the costs of the FSET program and related financial issues in Part IV of the County FSET Plan.

- A. Planned Costs of the County FSET Program.** FSET programs are a joint responsibility of the State and County governments. The integrity of FSET programs depend on how the CWD's manage and operate them. It is vital that budget estimates be realistic and based on past experience and concrete projections. CWD's should use actual spending for the current operating year as a starting point for future budget projections, not the levels projected in previous County FSET Plans.

The information provided in the following subsections of the County FSET Plan must identify the Planned allocation of CWD funds on **Table 4, Operating Budget**, and indicate the source of the funding on **Table 5, Planned Fiscal Year Costs**. Exhibit 1, **FSET Program Financial Participation Categories**, depicts and explains the three FSET funding categories, including the two types of participant reimbursement.

- 1. Operating Budget.** Separate operating expenses by component on **Table 4, Operating Budget**, which also captures administrative expenditures not associated with one particular component, but with overall operation of the CWD's FSET program. Use Table 4 for FY 2001 and Table 4A for FY 2002 estimated operating expenses.

Table 4 captures the minimum amount of cost information acceptable for approval of a County FSET Plan. ***The table must be accompanied by a narrative description of all items.*** Please provide as much detail as possible. Additional information may be requested by CDSS if this section does not contain a complete description of Table 4. If any costs are shown as “Overall CWD FSET Operational Costs” are not attributable to specific components, a complete explanation and justification of these costs must be included. CDSS must receive assurance that these costs do not represent any service to persons not receiving food stamps.

If the CWD Plans to provide or ***arrange for dependent care services*** in lieu of providing participant reimbursements, this should be noted here and discussed further in Part IV.C. Costs are allowed only with prior approval of CDSS and must be adequately documented to ensure that they are necessary, reasonable and properly allocated to the FSET Program.

- 2. Sources of FSET Funds.** Estimate the total cost of the County FSET program and identify the source of funds, according to the funding categories. A format for providing this cost information is presented in **Table 5, Planned Fiscal Year Costs.**
- 3. Use of Funds.** Food Stamp Act Section 16, (h)(1)(E) requires that at least 80 percent of its total 100 percent Federal FSET grant expenditure to provide opportunities for ABAWDs to participate in an approved work or workfare program.
- 4. Maintenance of Effort (MOE).** Indicate, if applicable, whether the CWD intends to spend the county MOE on Attachment II to receive the additional 100 percent Federal allocations provided for in the Balanced Budget Act of 1997. County spending for participant reimbursements and dependent care reimbursements ***do not count*** towards meeting the CWD’s maintenance of effort requirement.

5. Justification of Education Costs. The Food Stamp Act Section (6)(d)(4)(H) prohibits CWD's from supplanting County education costs from the County to the Federal government. Provide an assurance that such supplantation has not and will not occur. CWD's must explain the basis for any charges to the Federal government for educational costs. This explanation must include a discussion of why such costs are attributed to the FSET program and cannot be met through other existing education programs. Address whether the services being provided are available to persons other than FSET participants and if so, what the cost is for those persons.

B. Contracts. The amount spent on contractual obligations is captured on Table 4. The elements that comprise the total cost of the contract must be maintained as part of the CWD's records. Clarification of the contractual costs reported on Table 4 may be requested by the State or the Food and Nutrition Service, if questionable.

If the CWD Plans to use interagency agreements involving a transfer of funds to another agency of the County government, address the basis of charges for food stamp participants and the method for monitoring the agreement.

C. Participant Reimbursement. The CWD is responsible for reimbursing participants for expenses incurred in fulfilling FSET requirements. Expenditures that may be included in this category are transportation, dependent care, books or training manuals, uniforms or other special equipment that a participant must have for participation, and any other necessary and reasonable cost that a participant incurs. Participant expenses for transportation and costs ***other than dependent care*** are reimbursed by the CWD up to \$25 per participant per month with 50 percent Federal, 35 percent State and 15 percent county cost sharing (the Federal share shall not exceed \$12.50 per participant per month). Expenditures for dependent care—per dependent per month—are reimbursed by the CWD, with 50 percent Federal, 35 percent State and 15 percent county cost sharing, up to the actual cost of the dependent care, the regional market rate, whichever is lower. The CWD may

provide reimbursements above \$25 and above established dependent care limits, respectively, but Federal cost sharing is limited to the amounts and limits specified above. Reimbursements may not be paid for with the 100 percent federal grant or 50 percent matched administrative cost funding.

1. **Method of Reimbursement.** If the CWD wants to provide allowances to participants for transportation and costs other than dependent care based on the average costs of participating in FSET, this section of the County FSET Plan must also include an explanation of the method that will be used to determine average expenditures, up to \$25 per participant per month or such higher amount as the CWD elects to provide (Federal cost-sharing will be limited to 50 percent of \$25 for transportation and other costs). If the allowance is set below \$25 per month, participants must be given the option of claiming actual expenses up to \$25 if their costs exceed the allowance.

- D. **Cost Allocation.** Describe the basis for allocating costs if the FSET Program is being administered in conjunction with other employment programs serving recipients of other forms of assistance. Summarize how shared costs will be allocated among the pertinent programs.

EXHIBIT 1
FSET PROGRAM FEDERAL/COUNTY
FINANCIAL PARTICIPATION CATEGORIES

ACTIVITIES

FINANCIAL PARTICIPATION

FSET administrative costs;
including workfare
if it is part of the FSET Plan.

100% Federal funding

FSET administrative costs which
exceed the 100% unmatched
Federal funding.

50% Federal and 50% County funding

Participant reimbursement for
expenses incurred in order to
participate in the FSET program.

50% Federal, 35% State and 15% County
up to a total of \$25 per month per
participant for transportation
and other costs (i.e., Federal
reimbursement limited to \$12.50)
and up to the actual cost of the dependent
care, the local market rate, or the Statewide
limit, whichever is lowest, per month per
dependent for dependent care costs (i.e.,
Federal reimbursement limited to 50% of
the established limit). Expenses above
these amounts per month do not receive
Federal reimbursement.

Completion of Table 4

Due to questions asked by several counties, we are making the following clarifications:

- The Total Component amount in the small table at the bottom of Table 4 must equal the total of the first three columns in the large table 4, i.e., Salary and Benefits, Other Costs (Overhead), and Contract Costs.
- Federal Maintenance of Effort (MOE), State MOE and County MOE in the small table 4, are spread throughout the components in the large table 4.
- The Grand Total on Table 4 and 4A must equal the Grand Total on Table 5 and 5A for FFY 2001 and 2002.
- The sum of Total Component and Assessment, in the small table at the bottom of Table 4, must be the same as the sum of rows 1, 2, 3, 4 and 5 on Table 5.
- Transportation/Ancillary on Table 4 must equal the sum of rows 6a and 6c on Table 5.
- Child Care in the small table on Table 4 must equal the sum of rows 6b and 6d on Table 5.

TABLE 4
OPERATING BUDGET
FEDERAL FISCAL YEAR 2001

COMPONENT	SALARY & BENEFITS	OTHER COSTS (OVERHEAD)	CONTRACT COSTS	DEPENDENT CARE	TRANS/ANCILLARY	TOTAL
Job Search						
JOB CLUB						
Workfare						
Workfare SIP						
Supervised Job Search						
Vocational Training						
Vocational Training/Drug Rehabilitation						
Vocational Train/Alcohol Rehabilitation						
Vocational Training/Job Search						
Vocational Train/Job Club						
OJT						
OJT/Drug Rehabilitation						
OJT/Alcohol Rehabilitation						
Education						
Education/Drug Rehabilitation						
Education/Alcohol Rehabilitation						
Education/Job Search						
Education/Job Club						
Other (Describe)						
Total						

Total Component	\$
Assessment	\$
Child Care	\$
Transportation/Ancillary	\$
Federal MOE *	\$
State MOE *	\$
Grand Total	\$

- Counted in Total Component Cost

6/19/00

TABLE 4A
OPERATING BUDGET
FEDERAL FISCAL YEAR 2001

COMPONENT	SALARY & BENEFITS	OTHER COSTS (OVERHEAD)	CONTRACT COSTS	DEPENDENT CARE	TRANS/ANCILLARY	TOTAL
Job Search						
JOB CLUB						
Workfare						
Workfare SIP						
Supervised Job Search						
Vocational Training						
Vocational Training/Drug Rehabilitation						
Vocational Train/Alcohol Rehabilitation						
Vocational Training/Job Search						
Vocational Train/Job Club						
OJT						
OJT/Drug Rehabilitation						
OJT/Alcohol Rehabilitation						
Education						
Education/Drug Rehabilitation						
Education/Alcohol Rehabilitation						
Education/Job Search						
Education/Job Club						
Other (Describe)						
Total						

Total Component	\$
Assessment	\$
Child Care	\$
Transportation/Ancillary	\$
Federal MOE *	\$
State MOE *	\$
Grand Total	\$

* Counted in Total Component Cost

6/19/00

TABLE 5
OPERATING BUDGET
FEDERAL FISCAL YEAR 2001

CATEGORIES	Estimate of FFY 2000 Expenditures	Estimate of FFY 2001 Expenditures
1. FSET Grant Funds (100% Federal)		
2. County Overmatch for Administrative Cost 50% Federal 50% County		
3. Federal Maintenance of Effort		
4. State Maintenance of Effort		
5. County Maintenance of Effort		
6. a. Up to \$25 per month for transportation and other costs: 50% Federal 35% State 15% County b. Up to \$200 per dependent per month for dependent care cost: 50% Federal 35% State 15% County c. County Overmatch for Transportation 50% Federal 50% County d. County Overmatch for Dependent Care 50% Federal 50% County		
Grand Total FSET Program Costs (1+2+3+4+5)		

TABLE 5A
OPERATING BUDGET
FEDERAL FISCAL YEAR 2001

CATEGORIES	Estimate of FFY 2000 Expenditures	Estimate of FFY 2001 Expenditures
1. FSET Grant Funds (100% Federal)		
3. County Overmatch for Administrative Cost 50% Federal 50% County		
3. Federal Maintenance of Effort		
4. State Maintenance of Effort		
5. County Maintenance of Effort		
6. a. Up to \$25 per month for transportation and other costs: 50% Federal 35% State 15% County b. Up to \$200 per dependent per month for dependent care cost: 50% Federal 35% State 15% County c. County Overmatch for Transportation 50% Federal 50% County d. County Overmatch for Dependent Care 50% Federal 50% County		
Grand Total FSET Program Costs (1+2+3+4+5)		

PART V

DEFINITIONS

ABAWD. Able-bodied adult without dependents. An individual whose eligibility for food stamps is limited to any three months in a 36-month period during which the individual does not work 20 hours or more a week, averaged monthly; participate in and comply with a qualifying work program for 20 or more hours per week; or participate in and comply with a workfare or comparable program. This limitation **does not apply** to individuals who are: 1) under 18 or over 50 years of age; 2) medically certified as physically or mentally unfit for employment; 3) parents or other members of households with responsibility for a dependent child; 4) exempt from work registration; or 5) pregnant.

Applicant. An individual, a member of a household or a representative of a household who applies in writing for food stamp benefits.

Assessment. An in-depth evaluation of employability skills often coupled with counseling on how and where to search for employment. If combined with work experience, some form of employment search or training, an assessment of this nature could constitute part of an approvable employment and training component.

Commencing a Component. When an FSET participant formally begins participation in a component by performing the first act required by the component, e.g., attending the first Job Club session or making the first job contact. An ABAWD's commencement of a qualifying component must be verified through appropriate documentation or other agency records before credit for a filled slot may be counted.

Component. A service, activity or program, as described in MPP 63-407.4, designed to help food stamp recipients gain skills, training or work experience that will increase their ability to obtain regular employment and achieve self-sufficiency. Components are designated either as "work" or "non-work." Workfare, on-the-job training (OJT), and work

experience components are work components. Households containing FSET work component participants are limited to working the number of hours in a month determined by dividing the household's monthly food stamp allotment by the higher of the applicable Federal or State minimum wage. Depending on the amount of the monthly food stamp allotment, individual work component participants can be required to work up to 30 hours per week and the individual's total hours of participation in both work and non-work components is limited to 120 hours per month.

An FSET program may contain one or more of the following components:

1. **Job Search** — A component that requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. The component may be designed so that the participant conducts his/her job search independently or within a group setting. Job search components should entail approximately 12 contacts with employers per month for two months. **Note:** As amended, a job search component does not qualify as a “work program” for the purpose of maintaining food stamp eligibility for ABAWDs.
2. **Job Search Training** — A component that strives to enhance the job readiness of participants by providing instruction in job seeking techniques and increase motivation and self-confidence. The component may consist of job skills assessments, job finding clubs, job placement services or other direct training or support activities. The job search training component may combine job search activities with other training and support activities. **Note:** A job search training component does not qualify as a “work program” for the purpose of maintaining food stamp eligibility for ABAWDs.
3. **Workfare** — A work component in which food stamp recipients perform work in a public service capacity as a condition of eligibility. In lieu of wages, workfare participants receive compensation in the form of their household's monthly coupon allotment. The primary goal of workfare is to improve employability and

encourage individuals to move into regular employment while returning something of value to the community.

4. **Self-Initiated Workfare** — A work component, comparable to regular workfare, designed to assist ABAWDs in fulfilling their work requirement. In self-initiated programs, ABAWDs find their own workfare job assignments. They are responsible for arranging to have their participation reported to their caseworkers, and for verifying their workfare hours.

5. **Vocational Training** — A component that improves the employability of participants by providing training in a skill or trade allowing the participant to move directly into employment.

6. **Education** —A component that provides educational programs or activities to improve basic skills or otherwise improve employability. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school equivalency (GED), and post-secondary education. A post secondary education component is one whose purpose is academic and whose curriculum is designed primarily for students who are beyond the compulsory age for high school. Only educational components that establish a direct link to job-readiness will be approved. Federal FSET funds cannot take the place of nonfederal (i.e., County, local) funds for existing educational services. Federal financial participation for operating education components may be authorized only for costs that exceed the normal cost of services provided to persons not participating in FSET.

7. **Self-Employment Training** — A component that improves the employability of participants by providing training in setting up and operating a small business or other self-employment venture.

- 8. Workforce Investment Act of 1998.** A comprehensive reform legislation that supersedes the Job Training Partnership Act (JTPA) and amends the Wagner-Peyser Act. WIA reforms federal job training programs and creates a new comprehensive workforce investment system. The reformed system is intended to be customer-focused, to help Americans access the tools they need to manage their careers through information and high quality services, and to help United States companies find skilled workers.

Component Costs (Slot rates). Amounts that represent the maximum 100 percent Federal FSET funds CWDs can spend to create qualifying employment and training opportunities and workfare assignments, i.e., “work slots,” for ABAWDs to maintain their eligibility for food stamps. The provision at section 16(h)(1)(G) of the Act authorizes the Secretary of Agriculture to monitor CWD spending and to determine the reimbursable costs of work slots. The Food and Nutrition Service (FNS) established a maximum reimbursement (slot rate) of \$30 for an offered work slot and \$175 for a filled work slot (see below for definitions of “offered” and “filled” work slots).

FSET Program. A program operated by each County Food Stamp Agency consisting of one or more work, training, education or job search components.

FSET Mandatory Participant. A Food Stamp Program applicant or participant required to work register under MPP 63-407.1 and not deferred from participation in FSET. A mandatory participant may not necessarily actively participate in an FSET component since counties cannot serve all mandatory participants because of cost constraints.

Deferred. This term refers to a work registered person or persons excused from mandatory participation in FSET. **Note:** individuals who are deferred from mandatory participation can still participate as volunteers, but are not subject to sanction for failure to comply with program requirements. See definition of “volunteer” below.

“Filled” Work Slot. A filled work slot is a bona fide education, training, or workfare opportunity to which an ABAWD reports and begins his or her activity.

Maintenance of Effort Requirement. The provision at section 16(h)(1)(F) of the Food Stamp Act that requires CWDs to maintain at least their FFY 96 levels of County spending (if any) for FSET and optional workfare administration to receive the additional 100 percent federal allocations provided for in the Balanced Budget Act of 1997. County spending for participant reimbursements and dependent care reimbursements are not included in a CWD’s maintenance of effort requirement.

Newly Work Registered. Food stamp participants work registered at the point of application or those registered for the first time in their current period of participation.

“Offered” Work Slot. An offered work slot is a bona fide education, training, or workfare opportunity made available to an ABAWD. A slot is offered when the ABAWD is told to report to a specific work site or training facility at a given date and time but the ABAWD either refuses the assignment or does not report.

Screening. An evaluation by the eligibility worker as to whether a person should or should not be referred for participation in an FSET program. This activity is not an approvable FSET component.

Volunteer. A food stamp recipient who is: 1) statutorily exempt from work registration requirements; 2) exempted by the CWD from FSET participation; or 3) not exempted and has complied with, or is complying with, program requirements. CWD may, to the extent they choose, permit volunteers to participate in an FSET component. Volunteers are not subject to sanction for failure to comply with FSET requirements. The hours of participation or work required of volunteers may not exceed the hours required of mandatory FSET participants.

Work Program. A program under the Job Training Partnership Act (JTPA); a program under section 236 of the Trade Act of 1974; or a program of employment and training, including the FSET Program, operated or supervised by a County or a political subdivision of a County that meets standards approved by the Governor, other than a job search or job search training program. To qualify for Federal financial participation, a work program must be included in the County FSET Plan and it must adhere to statutory limitations on hours of work and/or participation for FSET participants.

Work Registrant. A Food Stamp Program participant subject to the provisions of section 6(d)(1) of the Act.

Work Requirement. The provision at section 6(o)(2) of the Act that limits participation in the Food Stamp Program to any three months in a 36-month period during which an otherwise nonexempt ABAWD does not work 20 or more hours a week, averaged monthly; participate in and comply with the requirements of a work program for 20 or more hours a week; or participate in and comply with the requirements of a workfare program under section 20 of the Act or a self-initiated workfare program. The work requirement does not apply to ABAWDs who reside in areas of a County granted a waiver of section 6(o)(2) by the Secretary of USDA due to high unemployment or the lack of a sufficient number of jobs to provide employment. The work requirement does not apply to ABAWDs who are included in each County's 15 percent exemption allowance.

PROGRAM REPORTING AND MANAGEMENT INFORMATION

A. Methods for Meeting On-Going Reporting Requirements

The County will submit quarterly reports (STAT 40 and 46) to the California Department of Social Services the 15th working day of the month following the report quarter.

1. Management Information System (MIS)

The County will aggregate hard copy reports

Other: _____

B. Organizational Responsibility for FSET/ABAWD Reporting

1. Person Responsible for Non-Financial Reporting. Please provide the name and phone number.

2. Person Responsible for Financial Reporting. Please provide the name and phone number.