

# Individual Career Advancement Network (ICAN) Provider Handbook





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## Introduction

The Vermont Agency of Human Services (AHS) has a commitment to bettering the lives of Vermonters. AHS, in collaboration with others, helps people meet their basic needs so they can live in dignity and achieve their highest potential. AHS administers the Supplemental Nutrition Assistance Employment and Training (SNAP E&T) Program through the Economic Services Division (ESD). Vermont's SNAP E&T program is known as the Individual Career Advancement Network (ICAN).

The Provider Handbook includes guidelines for roles and responsibilities of partner agencies and organizations that have agreements with AHS-ESD. AHS-ESD will update the Provider Handbook periodically with ICAN provider and stakeholder input and will provide any updates to this Handbook to our partnering organizations. The Handbook will also be available on Vermont's ICAN partner page. (<https://dcf.vermont.gov/partners/ican>)

## ESD's Vision and Mission

### **Vision**

Vermonters thrive with a sense of independence and connection to their communities.

### **Mission**

To provide high quality service while administering programs to improve economic well-being for Vermonters.

## Acronyms

Below is a list of common acronyms utilized:

3SVT	3SquaresVT - Vermont's name for SNAP
ABAWD	Able-Bodied Adult without Dependents
AHS	Agency of Human Services
DCF	Department for Children and Families
E&T	Employment and Training
EBT	Electronic Benefit Transfer
ESD	Economic Services Division
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
GED	General Education Diploma
GWR	General Work Requirements
HireAbilityVT	New Name Vocational Rehabilitation Vermont
Invest EAP	VR-EAP - Vocational Rehabilitation –Employee Assistance Program
ICAN	Individual Career Advancement Network
ICAN-RU	Individual Career Advancement Network for Reach Up
Vermont Joblink	ICAN case management system (housed at VDOL)
MOU	Memorandum of Understanding
PD	Provider Determination
PR	Participant Reimbursement
Reach Up	Vermont's name for TANF
RUFA or RU	Reach UP
ROI	Release of Information
SNAP	Supplemental Nutrition Assistance Program
SFY	State Fiscal Year
TANF	Temporary Assistance for Needy Families
TLBWR	Time Limited Benefits Work Requirements
USDA	United States Department of Agriculture
VABIR	Vermont Association of Business, Industry and Rehabilitation
VAL	Vermont Adult Learning
VDOL	Vermont Department of Labor
VJL	Vermont Joblink – ICAN case management system
WIOA	Workforce Innovations Opportunity Act

## Program Overview and Policy

### Basics of 3SquaresVT

The Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp program, and known now in Vermont as 3SquaresVT helps Vermonters with low incomes get the food they need for nutritious and well-balanced meals. The program provides support to help stretch the household food budget. It is not intended to meet all the food needs of the household; it is a supplement.

The amount of benefits a person gets is based on income, expenses, and the number of people in the household. If approved for the program, a person is issued an Electronic Benefit Transfer (EBT) card. It is like a debit card. Each month of eligibility, benefits will be credited to the EBT account.

During the month, the card can be used to purchase food at stores that display a poster or sign that reads: "We Accept EBT." Grocery stores and convenience stores must sell a variety of foods to be approved to accept EBT. Many farmers markets also accept EBT.

Households that qualify for 3SVT are eligible to receive ICAN services.

### Applying for 3SquaresVT

#### Application

A person can apply:

- **Online** at <https://mybenefits.ahs.state.vt.us/>
- **On paper** using the ESD 202 Application

Once the application is received an in person or phone interview must be completed with an ESD eligibility worker. During the 3SVT application process recipients eligible for ICAN are informed of the program and how to access online orientation to begin the enrollment process.

#### Household Income, Expenses and Assets

3SquaresVT eligibility depends on household income after deducting allowable expenses. An ESD eligibility worker at the local office or call center can provide more information on income limits and deductions. They are also listed on the 3SquaresVT website (<https://dcf.vermont.gov/benefits/3SquaresVT>).

#### 3SquaresVT Screening Tool

The [3SquaresVT calculator](#) asks a few questions to help a person find out if they may qualify for 3SquaresVT. The screening tool is only an estimate of eligibility. The only way to know for sure if a person qualifies is to complete the application process.

### 3SVT Work Requirements

Individuals applying for, or receiving, 3SVT benefits must meet the 3SVT work requirements unless they are exempt. 3SVT has two different types of work requirements: General work requirements (GWR) and Time Limited Benefits work requirements (TLBWR).

If someone is exempt from the GWR they are also exempt from the TLBWR.



## General Work Requirements

Individuals must meet the GWR if they are between age 16 and 59 and not exempt. To meet the GWR and individuals must:

- Not voluntarily quit a job or reduce work hours below 30 a week without good cause.
- Give ESD enough information to determine employment status and job availability.
- Take a suitable job if offered.

### *GWR Exemptions*

To be exempt from the GWR an individuals must meet one of the following:

- Younger than 16, or age 60 or older.
- Age 16 or 17 and resides with a parent or with a person with parental control.
- Enrolled at least half time in any recognized school, training program or institution of higher education.
- Already working at least 30 hours a week or earning the equivalent of 30 hours per week paid at federal minimum wage.
- Responsible for the care of a dependent child under the age of 6.
- Applying for, receiving, or appealing unemployment compensation.
- Responsible for the care of another person who needs help caring for themselves.
- Physically or mentally unable to work.
- Receiving Reach First, Reach Up, Post-Secondary Education or Reach Ahead benefits.
- Regularly participating in an alcohol or drug addiction program.

## Time Limited Benefit Work Requirements

Someone must meet the TLBWR when they are between the ages of 18 and 54, have no individuals under age 18 in the 3SquaresVT household, and are considered mentally and physically fit for work. Individuals with the TLBWR are limited to three months of 3SquaresVT benefits in a 36-month period (considered the 3-month time limit) unless the individual meets the work requirements (defined below). Individuals who exhaust their three countable months of benefits and do not meet the work requirement lose their 3SquaresVT benefit until they meet the work requirement or qualify for the cure (see below).

All individuals with TLBWR have to also meet the GWR.

### *TLBWR Exemptions*

To be exempt from the TLBWR an individual must meet one of the following:

- Pregnant.
- Meets an exemption from the General Work Requirements. (See GWR Exemptions above.)
- Under the age of 18, or age 55 or older.
- Have children in the 3SquaresVT household under the age of 18.
- Currently unable to participate in training or employment due to a mental or physical limitation that temporarily prevents participation (see details below).
- Homeless.
- Veteran (regardless of discharge type).
- Age 18 to 24 and was in foster care until age 18 or up to the age of 23 if in voluntary foster care.



**Currently Unable to Participate in Training and Employment Due to a Mental or Physical Limitation**

This exemption is appropriate for individuals who temporarily are not able to meet the TLBWR for some reason due to a mental or physical limitation. This is not a medical determination. ICAN providers and other providers working with an individual can make this determination based on information they receive from the individual. This exemption is only used when another exemption does not exist. Providers can utilize the Time Limited Benefits Work Requirement exemption form (210A page 2) to provide details to ESD about eligibility for this exemption (please note that page 1 of the 210A should be completed by health care providers only).

ESD will explain this exemption and form to individuals who report they are unable to work and do not meet the definition of disabled. If you believe an individual may qualify for this exemption, you can have them contact ESD for the form or you can assist them in completing the form.

***Meeting the TLBWR***

Individuals with Time Limited Benefits must participate in any combination of the below activities to meet the monthly TLBWR of 20 hours per week (averaged 80 hours per month):

- Working or engaged in a combination of volunteer, work, or in-kind services.
- Participating in a qualifying component of the Individual Career Advancement Network (ICAN), the Workforce Investment Opportunities Act (WIOA), or the Trade Adjustment Act (TAA).
- Participating in an employment and training program for veterans operated by the Department of Labor or the Department of Veterans Affairs.
- Participating in Workfare (Volunteering for a set number of hours monthly. Hours are based on the household's 3SquaresVT benefit amount divided by Vermont's minimum wages).

**Meeting the TLBWR with ICAN**

To meet the TLBWR with ICAN an individual must be participating in qualifying components for 20 hours per week (averaged 80 hours per month). Partners can utilize the ESD form 218EPV – Employment Program Verification form to verify a customer is using ICAN to meet their Work requirements. This form is provided to a customer by ESD.

Chart based on FFY24 ICAN Components	
<u>Component</u>	<b>Requirement for Time Limited Participants</b>
<b>Supervised Job Search</b>	<ul style="list-style-type: none"> <li>• For hours to qualify toward the monthly work requirement - 20 hours per week (averaged 80 per month), component must be completed in combination with another qualifying component (Education, Work Experience, and Self-employment Training)</li> <li>• Must comprise of less than ½ of the participants monthly work requirement.</li> <li>• Max 9 hours per week or 39 hours per month</li> <li>• Must be supervised.</li> </ul>
<b>Job Search Training</b>	<ul style="list-style-type: none"> <li>• For hours to qualify toward the monthly work requirement - 20 hours per week (averaged 80 per month), component must be completed in combination with another qualifying component (Education, Work Experience, Work for Benefits, and Self-employment Training)</li> <li>• Must comprise of less than ½ of the participants monthly work requirement.</li> </ul>

	<ul style="list-style-type: none"> <li>Max 9 hours per week or 39 hours per month</li> </ul>
<b>Education</b>	<p>Monthly Work Requirement - 20 hours per week (averaged 80 per month)</p> <p>If enrolled ½ time according to the institution the participant becomes eligible for an exemption. ESD should be informed. If a student is not meeting the monthly work requirement with school and required schoolwork, then they must be in another component to meet the requirement or meeting the requirement outside of ICAN.</p>
<b>Work Experience</b>	<p>Monthly Work Requirement - 20 hours per week (averaged 80 per month)</p> <p>If in a paid work experience, income would be countable for 3SVT eligibility.</p>
<b>Self-Employment Training</b>	<p>Monthly Work Requirement - 20 hours per week (averaged 80 per month)</p> <p>If running a business even if no income has been generated the hours running the business can meet the work requirement and 3SVT time limited hourly requirement. The participant must report hours to ESD to be reviewed for an exemption.</p>
<b>Job Retention</b>	<p>Individuals are eligible for this component enrolled in another ICAN component immediately prior to obtaining employment.</p> <p>Employment hours should be reported to ESD in order to have them meet the TLBWR.</p>

*The Cure*

An individual who has lost 3SquaresVT eligibility by exhausting their initial three months out of 36 months may qualify for a second 3-month period (or “the cure”) if they have worked or participated in work activities for 80 hours during any 30-calendar day period. If the person’s job or work activity ends, or if the hours are reduced below 80 hours per month, the person qualifies for the additional 3-month period of eligibility. This provision does not apply if the person voluntarily quits the job without good cause.

**Basics of SNAP Employment and Training**

The federal government requires each state to develop and implement an employment and training program for SNAP recipients. States have the flexibility to shape the size and scope of their program. The program requires an annual plan which reflects service strategies and coordination of services. In Vermont, ESD administers the SNAP E&T program, the Individual Career Advancement Network (ICAN).

ICAN helps 3SquaresVT (3SVT) recipients improve their employment prospects and wage potential through participation in job search, training, education, or work activities. The goal is to assist recipients in obtaining a livable wage, leading towards self-sufficiency.

Vermont operates a voluntary SNAP E&T program. This means that 3SVT recipients have the choice to participate in ICAN and there is no impact on benefits if participants stop participating. One exception to this is time limited customers. If a time





limited customer is meeting their work requirement through ICAN and they stop participating, they could lose 3SVT benefits if they fail to meet their work requirement another way. Time Limited customers are not required to participate in ICAN and have several options to meet their work requirement.

ICAN provides orientation, assessments, development of an individualized service plan, participant reimbursements and a range of job development activities to participants. Current ICAN components include Supervised Job Search, Job Search Training, Education, Self-Employment Training, Work Experience and Job Retention. ICAN participants and services are tracked in the Vermont JobLink (VJL) system maintained by the Vermont Department of Labor (VDOL).

### **ICAN Eligibility**

To be eligible for ICAN services an individual must be receiving 3SquaresVT benefits and cannot be receiving Reach Up assistance. Providers are required to confirm ICAN eligibility each month they are providing a participant ICAN services.

ICAN eligibility can be confirmed two ways:

- Using the data stored in VJL.
  - Weekly 3SVT and Reach Up eligibility data is uploaded to VJL.
  - Participants with a VJL accounts matching ACCESS will have data.
  - When data is unavailable in VJL providers will have to contact ESD for eligibility information.
- Contacting ESD ([AHS.DCFESDICAN@vermont.gov](mailto:AHS.DCFESDICAN@vermont.gov))
  - New participants not set up in VJL.
  - Participants in VJL that do not have data from ACCESS.

If a potential participant is not currently receiving 3SquaresVT, an application may be completed. This can be done with the provider, or as a referral to the [3SquaresVT website](#), local [ESD office](#) or [SNAP outreach partner](#).

Individuals receiving Reach Up need to talk with their Reach Up case manager for more information on employment and training services they can enroll in.

## Provider Roles and Responsibilities

Provider agencies are responsible for delivering ICAN services directly to 3SquaresVT recipients. These services include assessments, case management, components services, referrals, and coordination of services. The assessments are individualized for the provider but should include an in-depth evaluation of employment goals, employability skills, barriers, and hurdles to participation in skills development, training and employment. The services and supports needed to successfully participate in ICAN and gain successful employment will be developed based on the completed assessments. The participant's individualized services plan (employment plan, education plan, etc.) will use the assessment as its basis. The individualized service plan will be a guide for program services and coordination for each participant. Each ICAN participant will be placed in the appropriate ICAN activities that moves them toward their employment goal.

Provider agencies are responsible for confirming ICAN participants are receiving 3SquaresVT in the month they receive ICAN services. 3SquaresVT eligibility is available in VJL or by email the ICAN team at ESD ([AHS.DCFESDICAN@vermont.gov](mailto:AHS.DCFESDICAN@vermont.gov)).

Provider agencies are responsible for tracking costs, maintaining records, and invoicing according to federal and state regulations. In the third-party reimbursement model, a provider agency puts forth the cost of program operations, including assessment, case management, ICAN activities, and support services in order to receive reimbursement. Provider funds used to leverage the ICAN program funds cannot originate from a federal source and cannot supplant another funding source. ESD reimburses the provider at 50 percent of allowable ICAN expenditures. The program is intended to increase the capacity of a provider's service delivery.

### Options for Becoming a Provider

1. Annually, in early May, ESD will request partner packets from current and prospective ICAN partners. The packet will require partners to provide details on their programs including the ICAN components and case management offered. The packet also requires a detailed budget. These packets are the basis for grants/contracts and the annual state plan.
2. Partner agencies apply for 50% reimbursement funding. Current provider agencies receiving 100% funding can apply for the 50% reimbursement option.
  - a. Partner agencies will provide services and supports to ICAN participants and are reimbursed for half of the allowable expenditures paid for by all eligible funding sources written into their budget. (Eligible funding sources have to originate from non-federal funding)
  - b. Reimbursement will be requested through a Reimbursement Payment Request form submitted to ESD and ESD will reimburse the organization directly.
  - c. Expenditures and verification of funding source must be tracked and maintained at the partner agency.
3. ESD determines how 100% Funds will be used to support the administration of ICAN.

### Screening, Referral and Engagement

#### Screening and Orientation

During the 3SquaresVT application and recertification process recipients are screened by an ESD eligibility worker for work requirements, time limited benefits and are informed of their eligibility for ICAN. Eligible recipients are informed on how to complete ICAN orientation and the next steps in the enrollment process. ICAN services may begin the date 3SquaresVT eligibility is approved.



Following screening, recipients interested in enrolling in ICAN may complete an online questionnaire and virtual orientation located on the ICAN website (<https://dcf.vermont.gov/benefits/ICAN>). This orientation provides customers with an overview of the program and triggers ESD to confirm 3SquaresVT eligibility and complete a direct referral to ICAN case managers at Vocational Rehabilitation Employee Assistance Program (Invest EAP) or another ICAN partner.

### **Direct Referral and Enrollment**

Direct referrals are referrals that come from ESD directly to an ICAN provider. Currently all direct referrals are sent to Invest EAP for enrollment. Upon receipt of the referral Invest EAP will complete required releases, intake assessments, enrollment, and initial case management determination.

ICAN enrollment occurs during a participant's first point of contact with Invest EAP when the participant agrees to enroll in ICAN and take the next steps to get connected to case management, followed by enrollment in an ICAN components.

### **Reverse Referrals and Enrollment**

All recipients are informed of ICAN during the 3SquaresVT application/recertification process but they may not access the program from that point of contact. Some participants will come through the doors of service providers first. Providers should assess participants to ensure the appropriateness of a referral into their own ICAN services and must confirm [3SquaresVT and Reach Up eligibility](#). For participants receiving 3SquaresVT and not receiving Reach Up, they can be enrolled in ICAN by the provider and the ICAN Orientation offered by ESD is not required.

All partner agencies can refer recipients to ICAN case managers at Invest EAP using the ICAN orientation. Prior to referral to Invest EAP the case can be reviewed through local contacts such as regional meetings. Participants are not required to work with an ICAN case manager, but it is encouraged especially for participants with high barriers to successful program completion and employment.

Participants who choose not to connect to an ICAN case manager will have the component provider act as the case manager.

ICAN enrollment occurs when a participant is oriented to the ICAN provider agency's program, agrees to participate and 3SquaresVT and Reach Up eligibility are confirmed.

### **Participant Engagement**

To be considered an ICAN participant an individual must be participating in case management and ICAN components each month. Participants must meet ongoing engagement and teaming requirements to remain eligible for ICAN [Participant Reimbursements](#). Engaged with the team means, working with the team, completing the next steps assigned, and participating in allowable activities.

It is expected that participants move towards building an employment and training team around them while participating in ICAN. The participant with their ICAN case manager, providers, and other community-based organizations (The Team) must:

- Meet monthly and participant in ongoing teaming meetings,

- Identify concrete goals and steps to demonstrate forward progression,
- Working towards identified goals and are working together, and
- Be participating in allowable activities.

## Assessment

ICAN participants must be assessed prior to placement in ICAN components. Intake assessments can include an in-depth evaluation of employability skills, readiness to complete program requirements, employment goals, education and work history, identifying barriers to employment, and identifying need for participant reimbursement. This assessment is coupled with supports such as how and where to search for employment, education surrounding accessing local resources and highlighting opportunities with local programs and services that will help move participants toward employment.

The intake assessment a participant completes will depend on their first point of contact with ICAN. Participants who complete ESD ICAN orientation will be connected to Invest EAP for their intake assessment. Customers who connect to ICAN at the provider agency level will have an intake assessment completed in accordance with the provider agencies program and component. An assessment can be completed in a variety of ways; providers may use existing assessment tools. As appropriate for coordination of services and referrals and with an ROI, assessments details may be shared between providers to ensure participants are not duplicating assessments during ICAN enrollment and participation. The assessment is an allowable E&T expense, but it is not an ICAN component.

The following is a list of skills and knowledge that could be examined with assessment tools:

- **Literacy Level** - Standardized tests, one-on-one interview/observations (i.e. participant's ability to read and complete forms in the case file).
- **Communication Skills (including English proficiency)** - Standardized test, one-on-one interview.
- **Education** - Questionnaire, resume or one-on-one interview.
- **Employment History** - Questionnaire, resume or one-on-one interview.
- **Employment Related Skills, Abilities, and Interests** - Questionnaire, one-on-one interview, or online assessment.
- **Employment Barriers and Steps Necessary to Overcome Barriers** - Questionnaire or one-on-one interview.

## Case Maintenance and Data

### Participant Files

Providers must document all ICAN activities and services provided to a participant in Vermont JobLink (VJL). This includes tracking of services and provider case notes. ICAN data stored in VJL can be used to submit quarterly program and financial reports. The data is also used for required SNAP E&T reports. If Providers keep additional case files outside of VJL they must be kept for three years following case closure. The files may be kept in paper or electronic formats and are reviewed as part of the grant/contract monitoring visit. Files should be organized according to the provider's standards, but at a minimum must contain information about the assessment, release of information/consent form (if applicable), eligibility verification, individualized service plan, participant progress, and participant reimbursements.



### 3SquareVT Status

Providers must confirm a participant is in receipt of 3SquaresVT and not receiving Reach Up at the time a cost is incurred for ICAN services, regardless of when billing for the service takes place. VJL is updated weekly with current 3SquaresVT and Reach Up eligibility. If a case has not yet been enrolled in VJL or 3SquaresVT/Reach Up eligibility data is missing providers can contact the ICAN team at ESD ([AHS.DCFESDICAN@vermont.gov](mailto:AHS.DCFESDICAN@vermont.gov)).

3SquaresVT benefits are paid on a monthly basis and 3SquaresVT status must be checked monthly for each participant. Once eligibility is confirmed for the month the participant will remain eligible for the entire month. 3SquaresVT status will need rechecked in the next month the participant accesses services.

### Case Management

All ICAN participants must receive case management while enrolled in ICAN. Participants have the option to receive case management from an [ICAN case manager](#) or [ICAN provider agency](#).

Case management includes comprehensive intake [assessment](#), development of an [individualized service plan](#), [component review](#), assignment and referrals, progress monitoring and [coordination of services](#). Case management should be provided to ICAN participants as often as the participant needs to succeed in ICAN and their employment goals.

Case Management is tracked in VJL using component service and case notes.

### ICAN Case Management

Invest EAP is the ICAN case manager for all ICAN participants who complete the ICAN [orientation](#) process. ESD and ICAN providers connect customers to ICAN case management by referring participants to the ICAN website. ICAN providers are not required to refer participants to an ICAN case manager. Participants not connected to Invest EAP for case management services will have case management provided by their component provider.

Invest EAP is also the referring agency for [VDOL services](#) provided in combination with ICAN. These services include case management and component services provided in conjunction with ICAN case management and are integrated into VDOL's existing employment programs. Invest EAP will refer participants to VDOL for component services and case management when ICAN participants are ready to engage in employment, have minimal barriers and are eligible for VDOL services. All VDOL ICAN participants are referred to VDOL from Invest EAP.

### Provider Agency Case Management

Participants can connect with ICAN provider agencies directly to be assessed and enrolled in the program. Providers can connect participants to ICAN case management through the orientation process. Participants can choose to work with the ICAN case managers or can solely work with the provider agency. When participants choose not to connect to an ICAN case manager the provider agency will act as the case manager.

The provider, as the case manager, is then responsible for completing intake assessments, enrollment, creating an individualized service plan, providing component services, and connecting with the regional team for coordination of participant reimbursements and regional services. The provider will follow the participant until



the provider component services are complete. After component completion the provider will review ongoing ICAN eligibility and can refer the participant to the ICAN case managers for additional case management and component services.

Providers can utilize their existing documents and forms when providing ICAN case management to their participants.

### **Individualized Service Plan**

All ICAN participants must have an individualized services plan (employment plan, education plan, etc.). A participant's plan is individualized depending on their career goals, skills, abilities, family obligations, any other job-relatable assets, barriers, case manager, ICAN components and current employment team. The plan should be built of the participants [assessments](#). Each plan should include incremental steps that will help participants overcome all identified career barriers while supporting the participant's strengths and goals. The plan should be updated and revised as the participant's circumstances change.

At a minimum, service plans must contain:-

- Date the plan was created.
- Proposed ICAN activities.
- Assessed employment barriers.
- Employment goal(s).
- Other information relevant to employment and training.

ICAN does not have a standardized services plan. Providers can utilize existing tools and plans when serving participants. Service plans should be available to other providers on the participant's employment team to ensure participants are not duplicating plans and assessments.

### **Coordinator of Services**

ICAN Case managers at Invest EAP coordinates services across ICAN provider agencies by organizing and facilitating [employment teams](#) and [regional meetings](#). All ICAN providers will make themselves available as workload allows to join regional team meetings. These regional team partnerships are the strength of the ICAN program.

### ***Co-Enrollment***

Participants can receive ICAN services from multiple providers. All ICAN providers that work with a participant are responsible for entering ICAN service activities into VJL. Each partner serving that participant can receive 50% reimbursement for allowable expenditures.

ESD encourages ICAN providers to collaborate and make referrals for services that are not available through the current provider. For example, when a participant nears the end of their vocational training goals, the organization may refer to another organization to provide job search if the organization does not have adequate job search assistance available.

### ***Employment Teams***

All providers that support a participant are considered part of that participant's employment team. The goal of the employment team is to coordinate services around a participant and to meet the participant where they are at in their employment and training goals. The employment team will work to each agency's strengths to ensure a participant is moving toward their goals. All ICAN providers are responsible for entering services and case notes into



VJL timely to ensure all member of the employment team can see the participant's progress. Each region has a core employment team of Invest EAP, VABIR, HireAbility and VDOL.

### *Regional Meetings*

Invest EAP host regional meetings across the state with partners that make up the employment teams for that region. These meetings provider partners the opportunity to discuss individual participants and coordinate service around them. The regional meetings also provide the opportunity for partners to review services provided by individual agencies within and outside of ICAN to ensure the services available in the region are known to all service provides. As need ICAN coordinator can join regional meetings to provide program updates and individualized training and technical assistance to a region.

### *Vermont Department of Labor (VDOL) Services*

ICAN participants can be referred to VDOL services from ICAN case managers at Invest EAP. This referral is made to services offered at VDOL that a participant could choose to access outside of ICAN. The benefits of a participant receiving VDOL services in combination with ICAN is the participant will gain the additional resources provided by an ICAN case managers and cost associated with participation maybe eligible for participant reimbursement.

### **Participant Progress**

All ICAN provider agencies are responsible for entering ICAN services into VJL and tracking a participant's progress towards completion of a component and meeting their employment and training goals. Progress information includes the activity the participant is engaged in, the dates of participation in that activity, regular program progress notes, credential and certificate attainment, employment, wages and retention information. Component services must be updated in VJL each month.

### **Provider Determination**

Partner agencies are responsible for determining if a participant is not a good fit for participation in their program/components. This is called a provider determination. Provider determinations can be made from the time the participant is referred to the provider until completion of the component. The provider should review the criteria for the program and/or component when making determinations that a participant is not a good fit for the program or component. If the participant does not meet the criteria for participation, then they can receive a provider determination. Other considerations that could lead to a provider determination include but are not limited to:

- Mental, physical or legal limitation to participation;
- Refusal to complete component or individual program requirements;
- Ineligibility for continued participation with a provider or program.

If a provider is unsure if a participant's situation meets the criteria for a provider determination, the provider can send the case details to the ICAN group to review.

### **Provider Determination Process**

1. When a provider determination is under consideration, the provider must contact the ICAN team ([AHS.DCFESDICAN@vermont.gov](mailto:AHS.DCFESDICAN@vermont.gov)) at ESD to review the participant's situation.
  - a. Appropriate next steps will be taken if a provider determination is not required. These could include but are not limited to:
    - i. Enrolling the participant in another component provided by the provider.
    - ii. Completing the fitness for work form.

- iii. Connecting the customer to services that would allow continued participation.
    - iv. Determine if another ICAN provider can team with the customer and provider.
  2. If the ICAN provider determines that a participant is not a good fit for the ICAN services and components they provide, the provider will complete and submit the ICAN [Provider Determination \(PD\) Form](#) to the ICAN Team within 10 days of the determination.
    - a. **Note: *TLBWR participants***: If the reason the individual is not a good fit for participation is mental or physical limitations, then a fitness for work form (210A page 2) can be completed by the provider and submitted with the ICAN PD form.
    - b. Participants who can continue to work with other ICAN providers will be sent a provider determination notification with the new provider's info.
  3. Within 10 days of receipt of the ICAN PD form, ESD will work with the provider to gather all required and pertinent information and will inform the participant that the provider determination has been made. This ends the current ICAN relationship between the participant and the provider.
  4. Participants who receive a provider determination will be:
    - a. Screened for ongoing ICAN eligibility and referred to ICAN if appropriate.
    - b. Screened for a disability and fitness for work exemptions.
    - c. Referred to other employment services offered in the area including but not limited to VDOL, 211, HireAbility VT and Community Action Agencies.

### Release of Information (ROI)

A release of information (ROI) must be completed by participants during the enrollment process. ICAN utilizes three releases (Authorization, General Use and Medical & Substance Release) approved by ESD. The completed release(s) should be kept in the participant's file and uploaded to VJL. It is the responsibility of all ICAN providers to make sure the correct ROI is up to date and on file.

#### Authorization for Release of Information to 3SquaresVT ICAN Organizations

This release allows ESD and the ICAN provider to share 3SquaresVT eligibility information. The form must be kept on file with the provider agency and can be uploaded to VJL. The form must be signed by the participant and cannot have a typed or verbal signature. This form is used when a participant enrolls in ICAN with a partner agency and does not complete ICAN orientation. All providers working with a participant require their own authorization completed with the participant.

#### General Use Release of Information

The general use release can be used to share information with the ICAN teams that does not include information gathered from a health care provider. This form can be completed over the phone and does not require a written signature.

#### Medical & Substance Release of Information

The medical & substance release must be used if you are gathering information from health care providers that will be shared with the participant's team. This form must be signed by the participant and cannot be completed over the phone.

### Limited-English Proficiency

All forms and services must be communicated in a participant's preferred language.

## Civil Rights

All ICAN staff at a provider agency must complete an electronic Civil Rights policy training session designed by ESD, as required annually by USDA.

## Operations

### Meetings

#### Provider Meetings

Monthly ESD hosts a provider meeting for ICAN coordinators. This meeting focuses on provider updates (operational and staff changes, program updates, success stories), program reminders, current ICAN data, participant reimbursements and a review of current and upcoming program changes. As needed these meetings are used for provider specific trainings.

#### Field Staff Call

Quarterly ESD hosts a field staff call for all field staff at ICAN provider agencies. This meeting focuses on program reminders, current ICAN data, participant reimbursements and a review of program changes.

#### Technical Assistance

As needed, at the request of ESD or the provider agency, ESD will set up technical assistance meetings to review specific topics or provider concerns. These can be set up with the ICAN coordinator or field staff and can be set up ongoing depending on the needs of the provider and program.

## Components

ICAN components are designed to help 3SquaresVT recipients move promptly into employment. ICAN providers are not required to deliver all components; this is a comprehensive list.

Eligible participants can participate in one or more of the following components:

#### Supervised Job Search

Supervised job search offers participants the opportunity to gain valuable job search skills and access resources that can increase successes during job seeking activities. The component is designed so that the participant conducts his/her job search supported by ICAN staff. Supervision can occur asynchronously with respect to the participant's job search activities, but must be provided by skilled staff, either remotely or in-person, who provide meaningful guidance and support with at least monthly check-ins and must be provided in such a way so as to best support the participant.

Supervised Job Search activities include assisting with completing applications, online job applications/tests, providing leads to open positions using job market data and employer's needs, attending job fairs, advocating with employers on behalf of a participant and accompanying participants, as needed, to interview. Activities can be completed in class settings and one-on-one.

**Note:** For [time-limited](#) individuals, participation in Supervised Job Search does not meet their work requirement unless it makes up less than 50% of the required 80 hours per month work requirement. The only



exception to this is if the time-limited individual is enrolled and participating in supervised job search as a requirement of the Workforce Innovation and Opportunity Act (WIOA).

### **Job Search Training**

Job Search Training offers participants the opportunity to engage in activities and training that will enhance job readiness and provide skills necessary to succeed in finding and maintaining a job.

Job Search training activities include career exploration, occupational assessments, setting goals, identifying work skills, resume and cover letter development, interview skills, job search/networking skills, employer follow up, phone interviews and job retention skills (soft skills, etc.). Activities can be completed in class settings and one-on-one.

This component is very individualized for the participant; therefore, the employment team will meet the participant where they are. For example, if a participant is needing support in managing the stress and anxiety of job search/interviews, they will be referred to services to address the concern/issue.

NOTE: For [time-limited](#) individuals, participation in Supervised Job Search does not meet their work requirement unless it makes up less than 50% of the required 80 hours per month work requirement. The only exception to this is if the time-limited individual is enrolled and participating in supervised job search as a requirement of the Workforce Innovation and Opportunity Act (WIOA).

### **Work Experience**

Work Experience programs are designed to improve the employability of participants through actual work experience or training, or both, and to enable individuals employed or trained under such programs to move promptly into employment. Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate, and consistent with other laws such as the Fair Labor Standards Act. Work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. ICAN providers will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Providers will also screen participants for placement in a work experience and the placement will be tailored to the participant's needs.

Work experience assignments may not replace the employment of a regularly employed individual, and they must provide the same benefits and working conditions provided to regularly employed individuals performing comparable work for comparable hours. It is permissible to place ICAN participants in work experience positions with private sector entities. However, households that include work experience participants must not be required to work more hours monthly than the total obtained by dividing the household's monthly 3SquaresVT allotment by the Vermont minimum wage. Depending on the amount of the household's monthly 3SquaresVT 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. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Work experience programs can fall into 10 categories:

**Note:** Subsidized by E&T means programs where E&T funding is used to subsidize wages of participants.

- **Work Activity** - Provides an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. The purpose of work activity is to improve the employability of those who cannot find unsubsidized full-time employment.
- **Internship/Internship Subsidized by E&T** - A planned, structured learning experience that takes place in a workplace for a limited period of time.
- **Pre-Apprenticeship/ Apprenticeship/ Pre-Apprenticeship/ Apprenticeship – Subsidized by E&T** - A combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. Pre-Apprenticeship Programs provide individuals with the basic and technical skills necessary to enter an apprenticeship program and should be directly linked to an apprenticeship program.
- **On the job Training/On the job training subsidized by E&T** - A work placement made through a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan.
- **Transitional Jobs/Transitional Jobs** – Subsidized by E&T - work experiences that help individuals establish a work history and develop skills to access unsubsidized employment and progress in the workplace.
- **Work Based Learning (Other)/Work Based Learning (Other) – Subsidized by E&T** - Sustained interactions with industry or community professionals in real world settings to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction. Work-based learning emphasizes employer engagement, includes specific training objectives, and leads to regular employment.

## Educational Programs

Programs and activities that improve basic skills or otherwise improve employability by expanding job search abilities. Only educational programs that establish a direct link to job-readiness are allowable. Programs that involve articulated career pathways or stackable credentials that ultimately lead to employment are also allowed.

Allowable educational programs may include:

- **Basic/Foundational Skills Instruction (includes High School Equivalency)** —Programs that offer academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED).
- **Career/Technical Education Programs or Other Vocational Training** —Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment

sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials.

- **English Language Acquisition** —Designed to help English language learners achieve competence in reading, writing, speaking, and comprehension of the English language.
- **Integrated Education and Training**—Programs that provide adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or group of occupations for the purpose of educational and career advancement.
- **Work Readiness Training** –Intensive programs that include skill assessment and educational remediation services that prepare individuals 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 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.
- **Other Educational programs** includes programs that does not fit into another type. Programs must have a direct link to improving employability of participants. Programs must be approved by ESD as allowable within E&T

### **Self-Employment Training**

Self-Employment Training offers participants the ability to connect with business counselors and services to explore the operation, maintenance, and growth of a self-run business.

Activities allowed within this component include classroom and one-on-one training addressing business practices, business plan development, financing, marketing and other essentials to running a small business.

### **Workfare**

Workfare is a work activity in which 3SquaresVT recipients perform work in a private or public non-profit agency. In lieu of wages, Workfare participants receive compensation in the form of their household’s monthly benefit 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. Workfare assignments cannot replace or prevent the employment of regular employees and assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours. The maximum number of hours of work required of a household each month is determined by dividing the household’s 3SquaresVT benefit allotment by the Vermont minimum wage rounded down. This component requires the Provider to enter into a worksite agreement which specifies days/hours of work, responsibilities of the participant and supervisor, as well as timecard submission.

Worksite agreements are required for all Workfare sites when the placement is part of ICAN. ESD has worksite agreements that can be used for provider agencies or provider agencies can use their own agreements.

### **Job Retention**

Job retention offers participants the ability to continue engagement with ICAN as they venture into employment. Job retention is offered for a minimum 30 days and a maximum 90 days to participants who gain employment following their participation in an ICAN component. Job retention is available for a maximum of 90 days per employment period following engagement/completion of an ICAN component other than job



retention. During the initial 30 days of job retention providers are required to provide a good faith effort to keep the participant engaged with ICAN.

This component is meant to help achieve satisfactory performance, retain employment, or to increase earnings over time. Allowable activities and support for job retention include, but are not limited to:

- Case management
- Life skill classes
- Referrals to other services
- Dependent care assistance
- Transportation assistance
- Clothing required for the job
- Equipment or tools required for the job
- Test fees
- Union dues
- Licensing and bonding fees

Individual circumstances may warrant job retention services that begin at various times, such as on the day a job offer is accepted, the day the individual reports the information to his or her ICAN case manager, the first day of the job, or other time based on the availability and type of services. Therefore, the provider may identify when the 90 days of job retention services start, however, the household must have been receiving 3SquaresVT in the month of or the month prior to beginning job retention services.

### **Subsidiary Component**

#### *Other Activities*

Activities that can be completed in combination with ICAN components to help participants meet their work requirements. Subsidiary components must comprise of less than ½ of the participants monthly work requirement.

- *Unsupervised Job Search* can be an important activity for ICAN participants seeking employment or looking for a new job where they can apply the skills gained through ICAN.

#### *Social Services*

Social services consist of referrals to agencies or programs designed to assist participants with overcoming personal or familial barriers which impede successful transition to work. ICAN providers may use other specialized providers to assist participants as part of meeting the goals of their employment plans. Referrals made to outside agencies are allowable ICAN cost. Services participants receive from referrals are not allowable cost.

### **Activity to Component**

The previously described components correspond to specific activities and services in VJL and are shown in the following table.

ICAN Component	Activity - Activities can be completed one-on-one or in a classroom setting.	VJL Service
<b>Supervised Job Search (SJS)</b>	Participants must be referred to a Supervised Job Search provider for activities. Once enrolled in this component they	Component – Supervised Job





	<p>must be meeting with the SJS provider monthly to complete activities.</p> <ul style="list-style-type: none"> <li>● Job Search Coaching:             <ul style="list-style-type: none"> <li>○ Assisting with completing applications,</li> <li>○ Reviewing Job Search activities</li> <li>○ Guidance on how to target job searches,</li> <li>○ Providing leads to open positions using job market data and employer’s needs</li> <li>○ Advocating with employers on behalf of a participant</li> <li>○ Accompanying participants to interview.</li> </ul> </li> <li>● Online job applications/tests,</li> <li>● Attending job fairs.</li> </ul>	Search
<p><b>Job Search Training</b></p>	<ul style="list-style-type: none"> <li>● Employability Assessments.             <ul style="list-style-type: none"> <li>○ Examines readiness for employment.</li> <li>○ Assess crosscutting skills:                 <ul style="list-style-type: none"> <li>▪ Academic Skills</li> <li>▪ Interpersonal skills</li> <li>▪ Critical thinking skills</li> <li>▪ Communication skills</li> </ul> </li> <li>○ Identify Barriers to work</li> <li>○ Review Past work experience.</li> </ul> </li> <li>● Career exploration,</li> <li>● Occupational assessments,</li> <li>● Setting goals,</li> <li>● Identifying work skills,</li> <li>● Resume and cover letter development,</li> <li>● Interview skills (mock Interviews),</li> <li>● Job search/networking skills,</li> <li>● Employer follow up,</li> <li>● Phone interviews and Job retention skills (soft skills, etc.).</li> <li>● Referral to services to address concerns/issues. (This is the teaming piece- outside resources)</li> </ul>	Component – Job Search Training
<p><b>Work Experience</b></p>	<p>Component activities can be subsidized or unsubsidized.</p> <ul style="list-style-type: none"> <li>● Work Activity             <ul style="list-style-type: none"> <li>○ offers participants the ability to complete training in non-profit or for-profit businesses.</li> </ul> </li> <li>● Internship</li> <li>● Apprenticeship/Pre-apprenticeship (<a href="http://Homepage   Apprenticeship.gov">Homepage   Apprenticeship.gov</a>)</li> <li>● On-the-job-training</li> <li>● Job Shadows/Tryouts</li> </ul>	Component – Work Experience



	Subsidized work experiences programs must include clear training objectives and curriculum that includes on the job and classroom learning and should provide sector specific credentials.	
<b>Workfare</b>	<p>Volunteer placements at nonprofits or municipalities.</p> <p>Volunteer sites required formal worksite agreements with the provider.</p>	Component – Work for Benefits
<b>Education</b>	<ul style="list-style-type: none"> <li>• Basic and foundational skill instruction:             <ul style="list-style-type: none"> <li>○ training programs,</li> <li>○ certification,</li> <li>○ licensure,</li> <li>○ skill development,</li> <li>○ General Education Diploma (GED),</li> <li>○ High School Completion Programs.</li> </ul> </li> <li>• Career/Technical Education Programs or other Vocational Training:             <ul style="list-style-type: none"> <li>○ training programs,</li> <li>○ certification,</li> <li>○ licensure,</li> <li>○ skill development.</li> </ul> </li> <li>• English Language Acquisition:             <ul style="list-style-type: none"> <li>○ offers non-English-speaking individuals the ability to learn and enhance their English language skills.</li> <li>○ study citizenship skills for integration in community and employment in the United States.</li> </ul> </li> <li>• Integrated Education and Training/Bridge Programs             <ul style="list-style-type: none"> <li>○ offer participants the ability to participate in education programs in conjunction with workforce activities and training geared towards specific occupations and skills.</li> </ul> </li> <li>• Work Readiness Training             <ul style="list-style-type: none"> <li>○ Foundational cognitive skills (i.e. reading for information, applied mathematics, locating information, problem-solving, and critical thinking)</li> <li>○ non-cognitive or soft skills, (defined as personal characteristics and behavioral skills that enhance an individual’s interactions, job performance, and career prospects i.e. adaptability, integrity, cooperation, and workplace discipline).</li> <li>○ Basic education and remedial education services</li> </ul> </li> </ul>	Component – Education
<b>Self-Employment Training</b>	Must be referred to a Self-Employment training program for activities These programs are typically offered by CAA and	Component – Self Employment Training



	<p>HireAbility.</p> <ul style="list-style-type: none"> <li>• Training addressing business practices,</li> <li>• Business plan development,</li> <li>• Financing,</li> <li>• Marketing,</li> <li>• Other essentials to running a small business</li> </ul>	
<b>Job Retention</b>	<ul style="list-style-type: none"> <li>• case management,</li> <li>• employment coaching,</li> <li>• continued education,</li> <li>• participant reimbursements</li> <li>• supportive services.</li> </ul> <p>Component can include activities from all other components (i.e. customer closed 3SVT not eligible for other component can receive ongoing component services)</p>	Component – Job Retention
<b>Subsidiary Components</b>	<ul style="list-style-type: none"> <li>• Unsupervised Job Search Activities</li> <li>• Social Services Referrals</li> </ul>	N/A – These activities must be combined with another component. These are not standalone components/activities.

### Vermont JobLink

Vermont JobLink (VJL) is the computer system used to track and collect data for ICAN participants and coordinate services between ICAN providers. Data collected in VJL includes enrollment dates, components, participant reimbursement requests, and case management.

All ICAN providers will be required to enter data into VJL monthly for participants they have served. This data is utilized to evaluate outcomes and support coordinate services among providers and evaluating outcomes.

#### Vermont JobLink Participation Tracking

Partner Agencies can keep their own files for participants but must also record participation in VJL by component. At a minimum:

- Each month a participant receives a component services from a partner agency the service must be opened and closed in VJL.
- Participants reported on quarterly program reports must have matching services recorded in VJL.
- Case notes must be entered into VJL when an ICAN services in recorded. One note can be added for multiple services added on the same day.

#### Training

VJL training is provided periodically by VDOL to ICAN providers. The VJL handbook should be utilized for ongoing VJL support or you can contact ESD ICAN.

### Monitoring

ESD monitors the grantees for the following purposes: to comply with the Vermont Office of Grants

Management policies and procedures, to determine grant compliance, and to ensure that providers maintain and follow federal rules and regulations.

ICAN grantees can expect:

- Monitoring that follows guiding principles of mutual respect, open communication, joint problem solving, valuing diversity and an ethical code of conduct.
- An on-site visit determined at a mutually beneficial time with a minimum of two weeks' notice.
- On-site visits will review the organization's work plan, budget, goals and outcomes. A review of participant eligibility and fiscal reconciliation will occur. A sample size of the caseload will be reviewed to determine participant eligibility for 3SquareVT and subsequent ICAN services will be reviewed. Fiscal reconciliation will also use a sample size of a random pull of one to two months of invoices to determine allowability of cost and reimbursements requested.
- Forms will be shared in advance of the visit for preparation purposes.
- A report following the visit will occur detailing any findings and timeline for any follow-up needed.

### Secure E-Mail

Email containing sensitive or private information must be sent via a secure email portal. Vermont agencies will use [secure] in the subject line of the e-mail to encrypt the e-mail. Community based organizations must use their encryption systems.

### Participant Reimbursement

While participating in ICAN individuals are eligible to receive participant reimbursements (PR) for costs that are reasonable, necessary, and directly related to ICAN participation and employment goals. A cost is reasonable if, in its nature and amount, it does not exceed that which a prudent person would pay under the circumstances prevailing at the time the decision was made to incur this cost. Necessary costs are incurred to carry out essential functions, cannot be avoided without adversely affecting program operation, and do not duplicate existing efforts.

To be eligible and remain eligible for ICAN participant reimbursements, individuals must be participating in case management and allowable ICAN activities each month. Participants must also be working towards their employment goals and participating with their assigned ICAN team following initial enrollment and assessment. Participants who do not meet participation requirements or who are not moving forward may be ineligible for participant reimbursements. Participants are required to review the ICAN Participant Handbook and sign an ICAN Participant Reimbursement Agreement before being approved for PR. Providers will provide these documents to participants and will review any questions they may have.

ICAN providers are required to screen all participants for PR needs while providing ICAN Services. Providers can utilize their own funding or ESD funding to support participant's PR needs. ICAN providers can include PR funds in their agreements with ESD and can issue them out according to their own policies and the current ICAN spending guidelines.

See the current [ICAN Participant handbook](#) for PR guidance and allowable costs.



### Participant Reimbursement Tracking

Participant reimbursements can be provided by a partner agency or requested from ESD. These requests are tracked in VJL.

A case note and ICAN service is required when approving/requesting participant reimbursements.

VJL Service	Use
<b>910 Notification Sent</b>	<p>Service is entered when a provider is requesting ESD provided PR. Associating VJL services, case notes and verification are required when requesting PR.</p> <p>Participants must review and sign a Participant Reimbursement agreement prior to receiving ESD provided PR. The signed agreement must be uploaded to VJL.</p> <p>The participant reimbursement request form is completed for these requests and is sent to ESD for review.</p>
<b>Provider PR</b>	<p>Service is entered when a provider is issuing reimbursements from their own fund. These funds are ICAN funds included in the provider’s agreement with ESD.</p> <p>This PR is issued according to the provider’s policies and the current ICAN spending guidelines.</p>

## Fiscal

### Budgets

Each partner agency’s work plan must include an annual budget with specific line items and calculations. Budgets are only approved after FNS approves ESD’s written State ICAN Plan and budget.

#### Budget Tips

- Funds are from different pools and may not be moved from Administration to Participant Reimbursement or from Participant Reimbursement to Administration.
- Include a projected one-year budget for the services that will be provided.
- The ICAN program requires up-front funding from non-federal, eligible sources, in order to receive 50% reimbursement for ICAN eligible expenditures. Further, ICAN Programs can leverage non-federal funds currently used for existing employment and training services.
- Budgets should include the total dollar amounts that will be expended on ICAN. Partner agencies will be reimbursed 50% of the total cost.
- Funds for this must be claimed on a reimbursement basis. No payments in advance of or in anticipation of services or goods provided under this partnership shall be requested or paid.
- Federal regulations under OMB Super Circular A-21 (Cost Principles for Education



Institutions) or A-122 (Cost Principles for Non-profit Organizations) require that employees whose salaries are charged to a federal grant must keep time or effort reports to substantiate the charges.

## Funding

ICAN relies on two types of Federal funding to support the program.

### **SNAP E&T 100% Funds (100% Funding)**

FNS provides State agencies with grant money to fund the administrative costs of a SNAP E&T program. The 100% federal funding must be used on the planning, implementation, and operation of ICAN. 100% funding cannot be used for participant reimbursements, such as transportation, uniforms, or childcare.

A State agency is not obligated to spend all its 100% funding. If these funds have not been spent by the end of the Federal fiscal year, FNS can reallocate the unobligated, unexpended funds to State agencies that request additional 100% grant money. Additional allocation is subject to availability.

### **SNAP E&T 50% Funds (50/50 Funding)**

SNAP E&T 50% funding uses a third-party reimbursement model to fund the program. ESD will reimburse partners 50% of all allowable ICAN expenses. The cost of all program operations, ICAN services, and participant reimbursements must be expended up front, and then billed to ESD for 50% of all eligible costs.

Funds received from reimbursement of ICAN expenditures can be used as “local” match in future ICAN invoices. This is known as reutilizing ICAN funds. These funds must be received, spent on valid ICAN costs, and invoiced through the regular invoicing process to reutilize ICAN funds. There is no restriction on how reimbursed funds must be spent.

### *Administration*

A State agency can claim 50 percent reimbursement for administrative costs for the planning, implementing, and operating of ICAN. A State agency does not have to spend the entirety of its 100% funding before claiming a 50 percent reimbursement for additional administrative expenses.

### *Participant Reimbursement*

A State agency can claim 50 percent reimbursement for participant reimbursements. State agencies are required to cover the cost for participant reimbursement expenses that are reasonable, necessary and directly related to participation in an ICAN component. The Federal government will reimburse 50 percent of state agency payments for allowable expenses.

## Invoicing

Partners will submit a request for payment quarterly along with program reports to the ICAN email according to the terms of the grant.

## Additional Resources

ICAN Partner Page: [ICAN Partners | Department for Children and Families \(vermont.gov\)](#)



Available on the Partner page:

- Annual State Plan
- Provider Handbook
- ICAN Spending Guidelines
- Participant Reimbursement Request form
- Participant Reimbursement Agreement
- Participant Reimbursement Customer Details
- ICAN Employment Plan

ICAN Page (Customer Facing): [Individual Career Advancement Network | Department for Children and Families \(vermont.gov\)](#)

Available on the Public page:

- ICAN Eligibility information
- Getting Started Webform (ICAN Questionnaire for enrollment)
- ICAN Orientation

SNAP E&T (Federal Page): [SNAP Employment and Training | Food and Nutrition Service \(usda.gov\)](#)