



# INDIVIDUAL CAREER ADVANCEMENT NETWORK (ICAN)

Vermont's SNAP Employment & Training Plan  
Federal Fiscal Year 2025

ICAN provides assistance to 3SVT recipients while they attempt to gain employment or return to work. Many Vermonters face overwhelming barriers to employment due to factors such as homelessness, substance abuse, correctional histories, mental illness, and other barriers. Without supports many of these individuals ultimately fail in their efforts to be successfully employed.

## Contents

<b>A. Cover Page and Authorized Signatures .....</b>	<b>3</b>
<b>B. Amendment Log .....</b>	<b>5</b>
<b>C. Acronyms .....</b>	<b>9</b>
<b>D. Assurances .....</b>	<b>11</b>
<b>E. State E&amp;T Program, Operations, and Policy .....</b>	<b>13</b>
I. Summary of E&T Program .....	13
II. Program Changes .....	16
III. Consultation and Coordination with the Workforce Development System ....	17
Consultation .....	17
Coordination.....	20
IV. Consultation with Indian Tribal Organizations (ITOs) .....	22
V. Utilization of State Options .....	23
VI. Characteristics of Individuals Served by E&T.....	23
VII. Organizational Relationships.....	24
VIII. Screening for Work Registration .....	30
IX. Screening for Referral to E&T .....	31
X. Referral to E&T .....	33
XI. Assessment.....	36
XII. Case Management Services .....	37
XIII. Conciliation Process (if applicable) .....	43
XIV. Disqualification Policy for General Work Requirements .....	43
XV. Good Cause .....	44
XVI. Provider Determinations.....	46
XVII. Participant Reimbursements .....	47
Participant Reimbursement Details.....	48
XVIII. Work Registrant Data.....	54
XIX. Outcome Reporting Measures .....	55
National Reporting Measures.....	55
State Component Reporting Measures .....	56
<b>F. Pledge to Serve All At-Risk ABAWDs (if applicable) .....</b>	<b>59</b>
<b>G. Component Detail.....</b>	<b>65</b>

I. Non-Education, Non-Work Components ..... 65

II. Educational Programs ..... 74

III. Work Experience (WE)..... 83

    Work Activity and Unsubsidized WBL Components ..... 83

**H. Estimated Participant Levels ..... 93**

**I. Contracts/Partnerships ..... 94**

**J. Budget Narrative and Justification ..... 105**

## A. Cover Page and Authorized Signatures

State: Vermont

State Agency Name: Department for Children and Families, Economic Services Division

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): 9/20/2024

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


Name	Title	Phone	Email
Leslie Wisdom	Director, Food and Nutrition Programs	802-585-4852	<a href="mailto:leslie.wisdom@vermont.gov">leslie.wisdom@vermont.gov</a>
Aletha Cross	Administrator, Food and Nutrition Programs	802-760-9252	<a href="mailto:Aletha.Cross@vermont.gov">Aletha.Cross@vermont.gov</a>
Hayley Turner Lawyer	Assistant Administrator, Food and Nutrition Programs	802-241-0955	<a href="mailto:Hayley.turner-lawyer@vermont.gov">Hayley.turner-lawyer@vermont.gov</a>
Benjamin Gregory	Assistant Administrator, Food and Nutrition Programs	802-798-9528	<a href="mailto:Benjamin.Gregory@vermont.gov">Benjamin.Gregory@vermont.gov</a>
Erin Oalican	Direction, Reach Up/Vermont	802-585-4621	<a href="mailto:Erin.Oalican@vermont.gov">Erin.Oalican@vermont.gov</a>

Vermont 2025

Amendment April 2025

	TANF Program		
Melissa Bocash	Administrator, Reach Up/Vermont TANF Program	802-498-3764	<a href="mailto:Melissa.bocash@vermont.gov">Melissa.bocash@vermont.gov</a>
Tara Ransom	Assistant Administrator, Reach Up/Vermont TANF Program	802- 798-9522	<a href="mailto:Tara.ransom@vermont.gov">Tara.ransom@vermont.gov</a>

**Certified By:**


Signed by:  
  
 9D28B1253ECC4BA...

4/2/2025

Miranda A. Gray  
Deputy Commissioner

Date

**Certified By:**

DocuSigned by:  
  
 D8AC6E758ECA43D...

4/2/2025

Shawn Benham  
Department for Children and Families  
Director of Financial Analytics

Date

## B. Amendment Log

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

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

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

**Table B.I. Amendment Log**

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS
1	Removed CVOEO – Burlington location for CKA.	Summary of E&T Program, Program Changes	4/2/25	
1	Added that Vermont Foodbank is no longer providing CKA in Burlington with CVOEO.	Program Changes	4/2/25	
1	Updated number of participants expected to receive participant reimbursements	Participant Reimbursements – Estimates of Participant Reimbursements	4/2/25	
1	Updated number of annual participants	Component Details – Supervised Job Search	4/2/25	

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS
	and annual component costs.			
1	Updated number of annual participants and annual component costs.	Component Details – Job Search Training	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details – Job Retention	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details – Self-Employment Training	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details - Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details - Career/Technical Education Programs or other Vocational Training (EPC)	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details – English Language Acquisition (EPEL)	4/2/25	
1	Updated number of annual participants	Component Details - Integrated Education	4/2/25	

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS
	and annual component costs.	and Training/Bridge Programs (EPIE)		
1	Updated number of annual participants and annual component costs.	Component Details - Work Readiness Training (EPWRT)	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details - Work Activity (WA)	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details - Internship (WBLI)	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details - Apprenticeship (WBLA)/Pre-Apprenticeship (WBLPA)	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details - On-the-Job-Training (WBLOJT)	4/2/25	
1	Updated number of annual participants and annual component costs.	Component Details - Work-based learning - Other (WBLO): Job Shadows/Tryouts	4/2/25	
1	Updated Total Cost of Agreement	Contracts/Partnerships - Department of Disabilities, Aging and Independent Living (DAIL) – Vocational Rehabilitation (HireAbility VT) and The Employee	4/2/25	

<b>Amendment Number</b>	<b>Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)</b>	<b>Sections of Plan Changed (Highlight areas of plan with changes)</b>	<b>Date submitted to FNS</b>	<b>Date approved by FNS</b>
		Assistance Program (EAP)		
1	Updated Service overview and Total Cost of Agreement	Contracts/Partnerships – Vermont Foodbank	4/2/25	
1	Updated Total Cost of Agreement	Contracts/Partnerships – Working Fields	4/2/25	
1	Updated Invest EAP, Vermont Foodbank and working Fields cost.	Budget Narrative and Justification – Contractual Cost	4/2/25	



## C. Acronyms

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

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

**Table C.I. Acronyms**

<b>Acronym</b>	<b>Acronyms Definition</b>
3SquaresVT	Vermont’s name for SNAP
3SVT	3SquaresVT
ABAWD	Able-Bodied Adult without Dependents
ABE	Adult Basic Education
AEL	Adult Education and Literacy
AOE	Agency of Education
ACCESS	Vermont’s automated eligibility system
AHS	Agency of Human Services
CATN	Case Action Note
CBO	Community Based Organization
CCFAP	Childcare Financial Assistance Program
CKA	Community Kitchen Academy
CWN	Consolidated Work Notice
DAIL	Department of Disabilities, Aging, and Independent Living
DBVI	Division for the Blind and Visually Impaired
DCF	Department for Children and Families
E&T	Employment and Training
EAP	Employee Assistance Program
EBT	Electron Benefit Transfer
ESD	Economic Services Division
ESL	English as a second Language
DOC	Department of Corrections
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
GED	General Education Diploma
GWR	General Work Requirements (Work Registration)
HDO	Hartford District Office
HireAbility VT	Formally Vocational Rehabilitation
ICAN	Individual Career Advancement Network
ICAN-RU	Individual Career Advancement Network for Reach Up
IET	Integrated Education and Training Programs
JFI	Vermont’s Jobs for Independence (USDA Pilot)
MBDP	Micro Business Development Program
MOU	Memorandum of Understanding

Reach Up	Vermont's name for TANF
RUFA	Reach Up
ROI	Release of Information
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
TLBWR	Time Limited Benefits Work Requirements (ABAWD)
USDA	United States Department of Agriculture
VABIR	Vermont Association of Business Industry and Rehabilitation
VDOL	Vermont Department of Labor
VJL	Joblink – ICAN case management system
VR	Vocational Rehabilitation
INVEST EAP	Vocational Rehabilitation –Employee Assistance Program
WDB	Workforce Development Board
WIOA	Workforce Innovations Opportunity Act

## D. Assurances

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

**Table D.I. Assurances**

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

**Table D.II. Additional Assurances**

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

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

### I. Summary of E&T Program

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

Vermont's Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program (E&T), otherwise known as Individual Career Advancement Network (ICAN), is administered by the Agency of Human Services (AHS), Department for Children and Families (DCF), Economic Services Division (ESD). ICAN operates statewide in 14 counties served by 12 ESD district offices.

ICAN has two missions and visions that lead the work it does. First is DCF's mission which is to foster the healthy development, safety, well-being, and self-sufficiency of Vermonters. DCF envisions Vermont as a place where people prosper, children and families are safe and have strong, loving connections and individuals have the opportunity to fully develop their potential. Additionally, ESD's mission is to provide high quality services while administering programs to improve economic well-being for Vermonters, envisioning that Vermonters thrive with a sense of independence and connection to their communities.

Many Vermonters face overwhelming barriers to employment due to factors such as homelessness, substance use disorder, correctional histories, mental health issues, and other barriers to employment. Without support many of these individuals ultimately fail in their efforts to go to work. ICAN supports ESD's and DCF's missions and visions by providing high quality services to participants while working with them to overcome their barriers and reach their employment goals.

ICAN is a network of providers that work together to provide case management, component services, and barrier reduction to program participants. ICAN programming is delivered by the Vermont Department of Disabilities, Aging and Independent Living (DAIL), Division of Vocational Rehabilitation (HireAbility VT) and the Employee Assistance Program (Invest EAP), Vermont Department of Labor (VDOL), Vermont Association of Business Industry and Rehabilitation (VABIR), Working Fields and The Vermont Foodbank in collaboration with other community-based organization around the state. ICAN programming also includes ICAN-Reach Up (ICAN-RU). ICAN-RU serves TANF eligible participants. ICAN-RU programming is delivered by Vermont Association of Business Industry and Rehabilitation (VABIR).

The full range of ICAN/ICAN-RU services will include:

- Supervised Job Search
- Job Search Training
- Work Experience
  - Work Activity
  - Internship (non-subsidized)
  - Pre-Apprenticeship/Apprenticeship (non-subsidized)
  - On the Job Training (non-subsidized)
  - Work Based Learning (Other) – Job Shadow (non-subsidized)
- Education
  - Basic/Foundational Skills Instructions
  - Career/Technical Education Programs
  - English Language Acquisition
  - Integrated Education and training
  - Work Readiness Training
- Self-Employment Training
- Job Retention

The ICAN employment network will utilize VDOL's case management system, currently Vermont Joblink (VJL), to confirm ICAN participation and component services. All ICAN/ICAN-RU providers will track component enrollments and case management in the participant's file and VJL.

ICAN and ICAN-RU providers provide a wide range of services to participants:

Invest EAP will provide ICAN participants with multiple layers of support during enrollment and participation through case coordination, case management, and component services. Invest EAP will be the first point of contact for ICAN participants directly referred to ICAN from ESD. Invest EAP ICAN staff (Enrollment and Outreach Administrator, Program Specialists and Services Coordinators) will complete ICAN enrollment, assessments, and will provide case management and component services according to participant's needs. Invest EAP will also build an employment team around a participant. This team can include ICAN providers and community-based organizations. Services Coordinators are responsible for coordinating regional team meetings for ICAN providers and community-based organization and assisting with participant reimbursement request. Additionally, participants who qualify for HireAbility VT services will receive a referral to HireAbility VT for barrier reduction and component services. Invest EAP and HireAbility VT will integrate ICAN services with their existing employment services to support participants.

VABIR will provide ICAN and ICAN-RU participants with services that address barriers and gain job skills, training, and employment. They offer employer driven trainings, skill development, job readiness services, and job match services. VABIR focuses on participants with some of the highest barriers to employment. Through their programming and relationships with area employers, they work to find a successful job match for each participant that wants to work. VABIR will create personalized educational and career development services for ICAN and ICAN-RU participants.

Working Fields will provide ICAN participants with peer coaching, component services, and job opportunities that are tailored to their needs. Services will include case management, barrier reduction, supervised job search and job retention. Working Fields also has a strong connection to area employers who want to support highly barriered populations in finding successful employment.

Vermont Foodbank acts as an intermediary and contracts with Capstone Vermont's Community Action Agency in Barre to provide the Community Kitchen Academy (CKA) to ICAN participants. CKA is a vocational training program that prepares participants for careers in the food service industry.

Vermont Department of Labor (VDOL) will manage the case management system, Vermont Joblink (VJL), utilized for ICAN/ICAN-RU. This includes providing VJL training and technical support as well as collecting participant level data and providing aggregate unduplicated data to ESD quarterly and annually. VDOL will also accept ICAN participant referrals for component services provided by VDOL. VDOL will integrate ICAN services with their existing employment services to support participants. VDOL component services will be coordinated with ICAN case management provided by Invest EAP.

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

Vermont's E&T program is administered at the state level.

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

N/A

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

Vermont operates a voluntary statewide E&T program. The program operates in 14 counties served by 12 ESD district offices. Current ICAN/ICAN-RU providers offer services across the state allowing us to offer a statewide program.

e) Provide a list of the components offered.

Components offered as part of ICAN and ICAN-RU are:

- Supervised Job Search
- Job Search Training
- Work Experience
  - Work Activity
  - Internship (non-subsidized)
  - Pre-Apprenticeship/Apprenticeship (non-subsidized)
  - On the Job Training (non-subsidized)
  - Work Based Learning (Other) – Job Shadow (non-subsidized)
- Education
  - Basic/Foundational Skills Instructions
  - Career/Technical Education Programs
  - English Language Acquisition
  - Integrated Education and training
  - Work Readiness Training
- Self-Employment Training
- Job Retention

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

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

Public facing ICAN Site: [Individual Career Advancement Network \(ICAN\) | Department for Children and Families \(vermont.gov\)](#)

3SquaresVT Policy Manual (Public): [3SquaresVT Program Manual \(state.vt.us\)](#)

Reach Up [Reach Up | Department for Children and Families \(vermont.gov\)](#)

Reach Up Rules (2100 – 2500) [Current ESD Rules | Department for Children and Families \(vermont.gov\)](#)

Reach Up Procedures (2200 – 2300) [ESD Procedures | Department for Children and Families \(vermont.gov\)](#)

## II. Program Changes

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

a) Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding



sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

The changes occurring for FFY25 are:

- Working Fields is being added as an ICAN provider for case management, supervised job search and job retention.
- ESD implemented a new Participant Handbook and Participant reimbursement agreement.
- Vermont is pledging to serve all at-risk time limited customers in FFY25.
- Vermont Foodbank is no longer providing CKA in Burlington with CVOEO.

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

N/A

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

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

#### Consultation

*Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they*

*consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.*

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

During the formation of the FFY25 ICAN state plan, ESD consulted with the Workforce Development Board (WDB) at quarterly WDB meetings (virtual meetings held on 1/18/24, 7/26/23, 5/26/23 and 2/16/23) and through existing partnerships with state and local workforce agencies and programs. These agencies and programs included HireAbility VT, Invest EAP, Agency of Education (AOE), Department of Corrections (DOC), Department of Mental Health, VDOL, Workforce Innovations Opportunity Act (WIOA), VABIR, supportive employment and career development programs, community outreach and coordination, career explorations projects, and business/services career developers.

Through quarterly WDB meetings ICAN has been able to review the Board's new mission and vision, strategic plan and WIOA state plan. This connection has allowed ICAN to align its goals and priorities to those of the WDB.

The WDB's new mission is to develop and implement a comprehensive coordinated and responsive statewide workforce education and training system and the vision is that Vermont's employment demands will be met through a statewide, coordinated, and integrated system of workforce, education, training and development where Vermonters can connect to robust career pathways, advance along career ladders and new Vermonters can quickly secure employment with a Vermont employer.

ICAN's current model and its increased collaboration with the board, state and local workforce agencies and programs has allowed it to be part of the coordination and integration to the larger workforce, education, and training build into the new mission and vision.

WDB consultation has allowed ICAN to better align with the current goal and priority of the Board's Strategic plan and WIOA State Plan. This included the goals and priorities of VDOL, AOE and Adult Education and literacy (AEL), HireAbility VT and Division for Blind and Visually Impaired (DBVI).

Current WDB and WIOA strategies and goals include:

- Emphasizing services in rural communities, and for individuals experiencing homelessness, those living below the Federal Poverty Limit and at key

transitions points in life (ending school, new Americans, returning citizens, after a layoff). There is also a focus on involving small businesses in the conversation.

- Focusing on women, Veterans, minorities, people with disabilities, and other underrepresented groups to ensure they can thrive in high demand careers that imparts Vermont's success.
  - Includes increasing access to:
    - Housing,
    - Broadband,
    - Climate resiliency,
    - Transportation infrastructure,
    - Childcare,
    - Education, and,
    - Healthcare.
- Ensuring easy access to education, training and services that support attainment of career and financial goals.
- Increasing assistance to Vermonters to encourage high school completion, earn additional qualifications like industry-recognized certificates, participate in registered apprenticeships, or pursue post-secondary degree program.
- Integrating continuous improvement practices into the operations of the workforce development system.
- Aligning data collection across the workforce system so that data can be more effectively and efficiently used to inform decisions.

During FFY25, ESD will continue to collaborate with the board and align goals as appropriate.

The in-demand jobs in Vermont are put into 4 categories and include a range of jobs that require a variety of education levels. Information on current in-demand jobs is available here <http://www.vtlmi.info/career.cfm>

Analytical:

- Nurse (Degree)
- Software Developers (Degree)
- Computer Support Specialist (Certification)
- Massage Therapist (Certification)
- Licensed Practical Nurse – LPN (Certification)

Working with People:

- Teacher (Degree)
- Sales Representatives (HS/Training)
- Counselors (Degree)
- Fitness Trainers (HS/Training)
- Social Workers (Degree)

Hands On:

- Carpenters (HS/Training)
- Tractor Trailer Truck Drivers (Certification)

- Chefs (HS/Training)
- Electrician (Apprenticeship)
- Engineers (Degree)

Detail-Oriented:

- Bookkeeping (Certification)
- Accounting (Degree)
- Project managers (Degree)
- Postal Service (HS/Training)
- Executive Assistance (HS/Training)

ESD utilizes workforce data available through VDOL for Vermont’s labor markets (<http://www.vtلمي.info/ces.cfm>). Information about the in-demand job categories will be shared with ICAN providers at monthly provider meetings and/or bi-monthly provider calls. Strategies for utilizing this information will be shared among providers to ensure the success of ICAN participants. Conversations with individual providers during technical assistance will occur to consider how individual providers can use this information to incorporate into their program designs.

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

N/A

## Coordination

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

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

Currently there are no special state initiatives that include SNAP E&T.

Through our continued partnership with the WDB, ICAN will be informed of new programs or expanding programs around the state and encourages community-based and state agencies to explore coordination with ICAN.

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

ICAN and ICAN-RU work closely with VDOL to coordinate ICAN programming with Title I programs under WIOA.

For ICAN participants, VDOL provides comprehensive component services to participants who qualify for VDOL services including WIOA. Invest EAP refers all direct ICAN referrals to VDOL/WIOA for connection and coordination of services. Invest EAP can also coordinate ICAN services with other WIOA service providers as appropriate for participants' employment and training goals.

For ICAN-RU, providers and Reach Up (RUFA) Case Managers coordinate ICAN-RU services with WIOA service providers as appropriate for participants' employment and training goals.

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

Yes

No

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

ICAN coordinates efforts with RUFA, Vermont's TANF program, for ICAN-RU. ICAN-RU serves participants who are eligible for 3SVT and RUFA. These participants are engaged in employment service activities provided by ICAN-RU providers. The participants' activities are tracked by providers and RUFA Case Managers.

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

Currently, ICAN does not coordinate directly with other Federal or State employment programs.

ESD maximizes its partnerships with workforce programs across the state that work closely or administer other Federal or State employment programs. ICAN participants working with these providers are screened, as appropriate, for all employment

programs offered by a provider. ESD also utilizes its connections to WDB to build connections between programs throughout the state.

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

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

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

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

b) Name the ITOs consulted.

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

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

- Yes
- No

## V. Utilization of State Options

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

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

- Mandatory per 7 CFR 273.7(e)
- Voluntary per 7 CFR 273.7(e)(5)(i)
- Combination of mandatory and voluntary

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

- Applicants per 7 CFR 273.7(e)(2)
- Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)
- Categorically eligible households per 7 CFR 273.2(j)

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

- Yes
- No

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

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

a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at

273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

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

Vermont operates a voluntary E&T program, all work registrants are exempt.

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

Vermont operates a voluntary E&T program, all work registrants are exempt.

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

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

## VII. Organizational Relationships

*State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if*



*applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.*

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

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

ICAN is administered by members of the Food and Nutrition team at ESD. These staff also administer the certification process for 3SVT. ICAN-RU is administered by members of the RUFA program team in coordination with members of the Food and Nutrition team. Food and Nutrition Team members positively report their time to ensure accurate cost allocation between certification and employment and training.

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

ICAN and 3SVT are administered by the Food and Nutrition team at ESD. The same individuals responsible for 3SVT certification are also responsible for administering ICAN. The Food and Nutrition team is responsible for interpreting and writing policies for both 3SVT and ICAN. This includes updating the 3SVT policy manual, creating desk aids and procedures to aid staff in processing 3SVT eligibility, screening for work registration, time limits and ICAN. The team also administers ICAN through creation of the annual state plan, working with E&T providers and creating policies and procedures for ICAN Providers and ESD Staff.

All individuals that participate in ICAN-RU first meet with someone responsible for certifying 3SVT benefits. ICAN-RU case managers (RUFA Case Manager or ICAN-RU providers) would verify in the ACCESS system if someone is eligible. ICAN-RU providers meet with the RUFA Supervisors once per month and provider supervisors quarterly to provide any updates. Materials (procedures, desk aids, etc.) are updated regularly and communicated to everyone via a weekly newsletter and email. ICAN-RU also meets monthly with the Food and Nutrition team to review ICAN-RU programming.

- c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):
1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

Participant data and information is shared in several ways between ESD and ICAN providers. ESD staff administering ICAN and all ICAN staff at providers' agencies have access to VDOL's case management system where ICAN providers are required to enter data and track the progress of their participants. All ICAN staff can view a participant's information and have access to the data entered by all providers.

Regionally, ICAN providers have ongoing meetings to discuss ICAN administration and participants. During these meetings providers can communicate a participant's needs, complete referrals, and learn about regional workforce programs and needs. Regions also set up communication channels that work best for their participants and region; these can include but are not limited to, email, referral webpages, forms.

Additionally, ESD utilizes a secure webpage with Invest EAP. This webpage tracks data related to a participant's initial referral and contact with ICAN prior to case creation in the case management system.

ICAN-RU and providers communicate regularly. RUFA supervisors provide ICAN-RU providers with referrals. ICAN-RU providers enter all participants in the case management system.

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

ICAN utilizes VDOL's case management system, currently Vermont JobLinks (VJL), to track and store E&T related data. All ICAN providers have access to VJL and are required to track participant information in the system.

The following data is stored in VJL for ICAN participants:

- ICAN enrollment
- 3SVT and RUFA eligibility details (for cases matched with ACCESS)
- Current ICAN providers and teaming details
- Case management and component case notes
- Monthly component services (including specific activity details)
- Participant reimbursement details (case notes, verification, service)
- Provider determination information
  - Details would be noted in VJL case notes and communicated to ESD using the Provider Determination Form
- Non-compliance with required work requirement hours
  - Details would be noted in VJL with a case note or by the lack of case notes or services in a particular month.

- It would be the participant's responsibility to report non-compliance with required work requirement hours to ESD based on their simplified reporting requirements. Ending participation with ICAN does not guarantee a customer is out of compliance with required work requirement hours - this is due to the many ways a customer can choose to meet their work requirements.

The following data is stored in VJL for ICAN-RU Participants:

- ICAN-RU enrollment
- 3SVT and RUFA eligibility details (for cases matched with ACCESS)
- Monthly component services

Additionally, for ICAN-RU, participant reimbursements details are stored in case manager electronic case file, case notes. These are stored in the ESD shared drive and can be viewed and updated by ICAN-RU case managers and providers.

ESD utilizes its ACCESS eligibility system to determine 3SVT and RUFA eligibility. There is a weekly data file that goes to VJL to match VJL cases and ACCESS cases to show 3SVT and RUFA eligibility details in VJL. This assists ICAN providers in confirming ICAN eligibility monthly.

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

New policies, procedures and other information are shared multiple ways with intermediaries and ICAN providers.

- Provider Meetings
  - Monthly meeting with ICAN coordinators at ESD and provider agencies.
  - Agenda includes program updates, data, participant reimbursements and other items as required (upcoming changes, time limits, work requirements, rules changes)
  - ICAN coordinators will share information from this meeting with their field staff.
- Provider Calls
  - Every other month meeting with ICAN coordinators and ICAN field staff.
  - Agenda includes program updates, data, participant reimbursements and other items as required (upcoming changes, time limits, work requirements, rules changes)
  - Information shared during provider meetings would be shared with field staff during provider calls.
- Technical Assistance

- As needed individual providers are provided technical assistance.
- Topics that have been covered during technical assistance included: participant reimbursement, referrals between ICAN providers, VJL.
- Trainings
  - Trainings are provided as needed based on ESD and providers' needs.
- Email
  - Main source of communication with providers.
  - Info relayed via email can then be discussed at a scheduled meeting.
- Handbooks
  - Provider Handbook
    - Contains current policies, procedures, and other general provider information.
    - As new policies and procedures are implemented updates are made.
  - Participant Handbook
    - Contains current policies, procedures and other participant and provider information as it relates to ICAN participation and participant reimbursements.
    - As new policies and procedures are implemented updates are made.

New policies, procedures and other information are shared multiple ways with intermediaries and ICAN-RU providers:

- ICAN-RU Provider Meetings:
  - Monthly check in with provider supervisors.
  - Agenda Includes: Program updates and check-ins on various practices and program changes.
- District Reach Up Meetings
  - ICAN-RU providers are invited to attend weekly and/or monthly meetings with the local district office to receive updates and receive technical assistance.
- Technical Assistance
  - As needed individual providers are provided technical assistance.
  - Regular meetings with the Reach Up supervisor
- Trainings
  - ICAN-RU providers participate in select trainings with Reach Up case managers.
- Email
  - Main source of communication with providers.
  - Info relayed via email can then be discussed at a scheduled meeting.

- Supervisors Meeting
  - Provider supervisors are invited to attend RU supervisor meetings to check in and share information
- SharePoint
  - Guidance is updated and posted to the shared site

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

ESD monitors ICAN and ICAN-RU provider agreements based on submitted program reports, financial reports, site visits (when applicable), source documentation reviews, and correspondence with the subrecipient throughout the grant term.

This is in accordance with ESD’s Subrecipient Monitoring Protocols.

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

Performance is evaluated and monitored throughout the Grant term based on the following:

- Program reports,
- financial reports,
- performance measures,
- site visits, and
- correspondence with the subrecipient.

Also, Grants include performance measures that are reported on and monitored throughout the Grant term. Performance measures are specific to each provider and the services provided. Grants include language on subrecipient performance and actions that shall follow if subrecipient’s performance fall below 75% of the stated performance measure goals.

- The first time, a notice letter is sent to the subrecipient informing them of the missed performance measure(s) and required to be sent back to ESD with the subrecipient’s signing authority’s signature.
- The second time, the subrecipient shall develop a corrective action plan with ESD, which shall be signed by the subrecipient’s signing authority and ESD.
- Continued failure shall result in termination of the agreement or other sanctions as appropriate per the ESD monitoring plan.

## VIII. Screening for Work Registration

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

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

ESD registers applicants as work registrants (must meet the General Work Requirements (GWR) at the time of initial certification and at each certification thereafter. During the application and recertification process, when a member is added to a 3SVT household or when a change is reported that affect the GWR, State agency staff screen household members for GWR exemptions using the information provided on the application, during the interview/contact with the household and with subsequent verification. Household members who are not exempt are considered to have to meet the GWR. At the time of interview/change, ESD eligibility workers explain GWRs, work program opportunities, rights and responsibilities, and consequences of failure to comply. The household will also receive the Consolidated Work Notice (CWN) with this information.

At the time of application and recertification ESD eligibility workers offer ICAN to all eligible 3SVT customers, except for elderly or disabled customers, who are only offered ICAN if they express interest in employment.

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

Work registration of non-exempt individuals occurs when the 3SVT application is signed. Applicants and recipients who are determined to be work registrants are coded with an 02 in their member panel in ACCESS.

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

The written explanation, CWN, and oral notification are provided at:

- Application interview;
- Recertification interview;
- When a member loses an exemption; and
- When a new member is added to the 3SVT household and is subject to the work requirements.

## IX. Screening for Referral to E&T

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

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

The State specific criteria used to screen individuals for ICAN are that an individual is applying for\* or active 3SVT and is not active RUFA programs.

*\*ESD does not serve applicants in ICAN. ICAN is reviewed with applicants to ensure they receive information regarding ICAN so that they can take the next steps as soon as possible.*

The state specific criteria used to screen individuals into ICAN-RU are that an individual is active 3SVT and RUFA and wants to enroll in ICAN-RU employment and training services. The individual must have an employment, training, or education related goal. The RUFA program uses the Goal, Plan, Do, Review/Revise model. An individual would select a goal, create a plan, and then begin the steps to achieve their goal. If they are having a hard time achieving their steps during the review and revise portion of the process the goal chosen would be reassessed to determine if that is still an appropriate goal.

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

3SVT household members are screened by state agency staff for ICAN eligibility during the application and recertification interview. ICAN eligibility is based on household details at the time of interview.

Households that include ICAN eligible participant(s) are explained the following:

- What ICAN is,
- ICAN activities,
- Participant Reimbursement, and
- The steps eligible household members would take to enroll in ICAN.

ICAN information is included in the work requirements oral explanation when a household is required to receive that information.

Households that are interested in ICAN will be given/sent an ESD 218FS-1 Individual Career Advancement Network (ICAN) Stuffer and a ICAN Flyer. These documents provide the household with written details regarding ICAN and how to enroll.

Individuals complete virtual ICAN orientation independently and can do it at any time. Once an individual completes orientation an automatic email is sent to ESD at which time ESD will confirm 3SVT and RUFA status. Once eligibility is confirmed ESD will provide ICAN Staff at Invest EAP participant information utilizing a secure shared webpage.

Additionally, upon approval of 3SVT at application or recertification, if a household includes ICAN eligible members then the notice of decision would include details about ICAN eligibility along with details on how to get connected to the program. The CWN also includes information on how to enroll in ICAN and how it could help someone meet their work requirement.

State Agency eligibility staff are the individuals who make direct referrals to ICAN. As part of this referral process, State Agency eligibility staff educate customers regarding ICAN eligibility and make referrals to ICAN, determine work registration, and time limits exemptions and also confirm 3SVT and RUFA eligibility. Please note that this referral process happens before ICAN orientation.

3SVT customers who are active RUFA are screened for ICAN eligibility by their RUFA Case Manager and/or RUFA Supervisor. ICAN-RU participants are referred to ICAN-RU services if the participants are receiving 3SVT and their employment goals align with an ICAN component. Assessments completed during RUFA enrollment ensure the appropriateness for an employment service referral. Once referred, continued eligibility is determined by ensuring that the participants are enrolled in an ICAN component and are receiving 3SVT benefits monthly.

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

Participants do not have to be directly referred to ICAN to enroll. Individual ICAN providers can enroll participants. When an individual enrolls in ICAN via a provider agency, the provider will confirm 3SVT and RUFA eligibility. This confirmation can be completed with data in VJL or by emailing the ESD ICAN coordinators. Prior to confirming ICAN eligibility and completing ICAN enrollment the provider will have determined eligibility for their own programs and components.

Reverse referrals are supported by eligibility staff at the time of certification or recertification. Individuals are screened for ICAN at the time of Interview and are provided written information on their notice of decisions explaining ICAN eligibility and the steps they need to take to enroll in the program.



Individuals who may be ICAN eligible but are not eligible for a provider's program will be referred to the ICAN orientation to get enrolled in ICAN and connected to appropriate services.

ICAN-RU does not have reverse referrals. All referrals to ICAN-RU are made by ESD to an ICAN-RU provider.

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

3SVT households not active RUFA are informed about participant reimbursements several times during the ICAN screening process.

1. Participants are educated about participant reimbursements by eligibility staff during the application and recertification process.
2. Participants receive written information regarding participant reimbursements.
  - ESD 218FS-1 and ICAN flyer are sent when an individual is interested in ICAN.
  - Notice of decision includes ICAN details and eligible participants.
  - CWN includes ICAN details.
3. Participant Reimbursements are discussed during the ICAN orientation video.
4. The participant handbook is available on the ICAN customer webpage and includes details about participant reimbursements.

Once participants connect to ICAN staff for case management and component services, participant reimbursements are explained and the need for them reviewed on an ongoing basis. This includes reviewing the participant handbook with participants and having them consent to the participant reimbursement agreement prior to receiving their first reimbursement.

Participants enrolled in ICAN-RU are notified by RUFA case managers and/or ICAN-RU provider about participant reimbursements and this is documented in case notes. They are regularly revisited.

## X. Referral to E&T

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

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

During the screening, orientation and referral process a participant is informed of the next steps in the ICAN enrollment process. Participants receive an oral explanation by eligibility staff at ESD or ICAN providers, written explanations located on the ICAN orientation, ICAN website, ESD 218FS-1, ICAN flyer, notices of decision and CWN.

For ICAN-RU participants, the RUFA case manager, RUFA supervisor, or ICAN-RU provider explains ICAN services, participant reimbursements, and how to access them.

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

Eligible participants are explained ICAN eligibility and participation, including participant reimbursements at the time of their 3SVT application or recertification. If the participant then connects with an ICAN provider and not ICAN orientation to enroll the ICAN provider will re-explain the ICAN program, participation, including participant reimbursements during the ICAN enrollment process.

ICAN providers can utilize the participant handbook to explain ICAN participation and participant reimbursements and is an ongoing resource for participants.

ICAN-RU does not have reverse referrals.

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

Following the initial referral to ICAN by State agency eligibility staff, participants can complete ICAN orientation that is hosted virtually by ESD on the ICAN webpage (<https://dcf.vermont.gov/benefits/ICAN>). Participants who complete orientation follow the direct referral process outlined below. Participants do not have to complete orientation to enroll in ICAN. Participants can enroll in ICAN through an ICAN provider via the reverse referral process outlined below.

**Direct Referrals:**

When a participant completes virtual ICAN orientation they trigger an email to the ESD ICAN coordinators to confirm 3SVT and RUFA eligibility. Customers who are active 3SVT and not receiving RUFA will have their information sent to Invest EAP using the secure shared webpage. Once this information is sent, Invest EAP will

outreach to participants to complete intake paperwork, finalize ICAN enrollment, and begin assessments.

Participants who complete orientation but are pending 3SVT or RUFA will be tracked by ESD to determine if/when they become eligible for ICAN. These individuals are tracked for 60 days after initial orientation. Once ICAN eligible they will be referred to Invest EAP. Individuals who complete orientation but are eligible for RUFA will have their referral information sent to the local ESD district management to follow up with the customer regarding ICAN and ICAN-RU eligibility.

Participants enrolled in RUFA will be referred to ICAN services by the RUFA supervisor. When a household qualifies for 3SVT and RUFA, state agency staff will make a referral directly to the local state agency RUFA staff who will screen the participant for work requirements and employment goals. Participants who are determined to have employment, training and/or education related goals and would like to be supported by ICAN-RU will be enrolled in ICAN and referred to the local RUFA Case Manager or ICAN-RU provider for component services.

#### **Reverse Referral:**

Participants do not have to be directly referred to ICAN to enroll. Individual ICAN providers can enroll participants into ICAN. This can be done in two ways:

1. The provider can refer the participant to ICAN orientation to follow the direct referral path to ICAN enrollment.
2. The ICAN provider can refer the customer directly into their individual program after confirming 3SVT and RUFA eligibility using VJL data or by reaching out to the state agency. For these participants the ICAN provider will complete intake paperwork, finalize ICAN enrollment, begin assessments, provide component services and provide case management services or will complete a referral to their regional Invest EAP ICAN case manager.

ICAN-RU does not have reverse referrals.

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

ICAN referrals are communicated between ESD and Invest EAP using a secure shared webpage. Referrals between providers are communicated utilizing a method chosen by the providers and/or local region. Examples of referral methods can include:

- Referral forms
- Case management system
- Shared spreadsheets or webpages

- Email
- Phone
- Regional meetings
- Verbal referrals

ICAN-RU referrals are communicated use referral forms or verbal referrals with the participant’s consent.

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

ESD sends all eligible ICAN participants who complete orientation to Invest EAP using a secure shared webpage that is accessible by assigned ESD and Invest EAP staff.

Referrals between providers or reverse referrals are communicated utilizing a method chosen by the providers and/or local region. Examples of referral methods can include:

- Referral forms
- Case management system
- Shared spreadsheets or webpages
- Email
- Phone
- Regional meetings
- Verbal referrals

ICAN-RU referrals are communicated use referral forms or verbal referrals with the participant’s consent.

## **XI. Assessment**

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

a) Does the State require or provide an assessment?

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

No (*Skip to the next section.*)

b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants

assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

Assessments are completed by ICAN providers. ICAN participants may receive assessments at several points during ICAN enrollment and participation. The expectation is for each assessment to build upon each other and not duplicate work for the participant or staff. Assessments are completed in a method best suited for the participant and provider, this can include in person, virtually, electronically, and paper forms. There is not a standard assessment used for ICAN, each provider can utilize their own assessments that meet the needs of the participant and provider.

Comprehensive/Employability Assessment:

Following ICAN enrollments participants will complete comprehensive assessments that can include their employability assessment with their case manager and/or component providers. These assessments are 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 reimbursements. Details in the comprehensive assessment can be updated as the participant move towards their employment goals. This assessment is used to build a participant's individualized services plan.

RUFA Supervisors provide initial assessments to determine eligibility and interest in ICAN services and components. If participants are referred to Career Coach, those staff complete additional assessments to find appropriate components and ensure the participant is aware of reimbursements available to follow through on component activities. ICAN-RU participants receive assessments at their initial meeting and continue to receive assessments during ongoing participation. The expectation is that assessments are completed at least every 6 months, however, often occur monthly.

## **XII. Case Management Services**

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

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

*Check all that apply.*

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring

- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Click or tap here to enter text.

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

ESD refers ICAN participants to Invest EAP for case management services (case coordinator and case management). Participants can also choose to receive provider provided case management when they connect with a provider to enroll in ICAN. ICAN-RU customers receive case management from their RUFA Case Manager at ESD.

***Invest EAP Case Management Services***

Invest EAP provides case management services to all ICAN participants referred to them from ESD. This can include participants not working with another ICAN provider or those already enrolled in ICAN with a provider agency. ICAN providers can also connect participants to Invest EAP case management services through regional teams and other avenues appropriate for the region. Case management services include case coordination, barrier screening, comprehensive assessments, individualized plans, component referral, and coordination with other service providers. Invest EAP will follow and support participants while they are enrolled and participating in ICAN, including progress monitoring.

***Provider Agency Case Management Services***

Participants can connect with ICAN providers directly to be assessed and enrolled in the program. Providers can connect participants to Invest EAP case management through orientation or regional teams, however, participants have the choice to work with Invest EAP or their component provider. When participants choose not to connect to Invest EAP for case management, the provider agency will act as the case manager.

***ICAN-RU***

ICAN-RU participants are assigned a RUFA Case Manager or Career Coach upon RUFA approval. The RUFA Case Manager or Career Coach and family will work together to determine if their interests align with an ICAN component.

c) Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing

Vermont 2025

Amendment April 2025

information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

<p>SNAP eligibility staff:</p>	<p>ICAN Case Managers communicate details to eligibility staff via the ICAN coordinators at ESD. If information received by the ICAN coordinators needs to be reviewed by eligibility staff the ICAN coordinators will email pertinent information to the local office management group for follow up. Information that is typically shared using this method includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• 3SVT, TANF and ICAN eligibility questions;</li> <li>• Employment status; and</li> <li>• Verification requirements.</li> </ul> <p>ICAN-RU providers communicate with RUFA Supervisors, and Case Managers through ongoing check in meetings and email. Additionally, pertinent information is communicated through case notes. If information is exchanged that could impact benefit eligibility, the coach will notify eligibility staff.</p>
<p>State E&amp;T staff:</p>	<p>ICAN Case Managers communicate/coordinate with state E&amp;T staff (ICAN coordinators) on an ongoing basis. This communication is done primarily through email but also includes regular ongoing ICAN case manager and participant reimbursement meetings and one-on-one technical assistance. Information that is typically shared using this method includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Participant reimbursement questions and requests;</li> <li>• Case management system assistance;</li> <li>• 3SVT, TANF and ICAN eligibility and enrollment questions;</li> <li>• Employment status; and</li> <li>• Verification requirements.</li> </ul> <p>ICAN-RU providers communicate/coordinate with state E&amp;T Staff (RUFA Central Office Staff, RUFA Case Managers and RUFA Supervisor) on an ongoing basis. This communication is done primarily through email but also includes monthly or bi-weekly check ins. Information that is typically shared using this method includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Participant reimbursement questions and requests;</li> <li>• Vermont Job Link assistance;</li> <li>• 3SVT, TANF and ICAN eligibility and enrollment questions;</li> <li>• Employment status; and</li> <li>• Verification requirements.</li> </ul> <p>Information that may require RUFA Case Manager assistance, such as housing support.</p>



<p>Other E&amp;T providers:</p>	<p>ICAN Case Managers communicate/coordinate with other E&amp;T providers in several ways.</p> <ul style="list-style-type: none"> <li>• Invest EAP services coordinators (Case Coordination):             <ul style="list-style-type: none"> <li>○ will coordinate Regional ICAN provider meetings, and</li> <li>○ provide participant reimbursement support.</li> </ul> </li> <li>• Case managers:             <ul style="list-style-type: none"> <li>○ trigger that an employment team needs to be built around participants,</li> <li>○ coordinate ongoing team meetings, and,</li> <li>○ refer participants to other ICAN and non-ICAN providers for component services.</li> </ul> </li> </ul> <p>ICAN-RU providers communicate and coordinate with other providers in several ways.</p> <ul style="list-style-type: none"> <li>• ICAN-RU providers within the same agency attend regular agency team meetings.</li> <li>• All ICAN-RU providers can participate in ESD trainings and meetings. This allows them an opportunity to communicate with other E&amp;T providers.</li> </ul>
<p>Community resources:</p>	<p>ICAN Case Managers communicate/coordinate with community resources in several ways.</p> <ul style="list-style-type: none"> <li>• Referrals to component services provided by community resources.</li> <li>• Coordination of component services provided by community resources (activity/component details, teaming for services, ongoing coordination, documentation in VJL)</li> <li>• Coordinator of participant reimbursement (braided funding).</li> <li>• Referral to services outside of employment and training (i.e. mental health services).</li> </ul> <p>ICAN-RU providers communicate/coordinate with community resources in several ways</p> <ul style="list-style-type: none"> <li>• Referrals to component services provided by a community resource.</li> <li>• Referral to services outside of employment and training (i.e. mental health services).</li> <li>• Collaboration within the local Creative Workforce Solutions (CWS) team. The CWS team is designed to streamline and improve services to Vermont Agency of Human Services customers and employers across</li> </ul>

	the state by offering consistent, coordinated workforce development in local communities.
--	---

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

Case Management services are targeted to participants according to the participant's needs and the provider's strengths. Assessments are completed with participants to ensure that case management services can be tailored to the participant and ensuring prompt delivery of services.

The state oversees that E&T providers are providing targeted case management through ongoing communication with providers during regional meetings, provider meetings and provider calls. The teaming model that supports ICAN participants also ensures that individuals are getting the services and case management they need and want from the most appropriate provider. ESD also reviews cases throughout the program year to ensure targeted case management and component services are being provided. These reviews are completed quarterly for all providers when they submit their program reports for review and in-depth reviews are completed for each individual requesting participant reimbursements.

The shared case management system and ongoing regional meetings also allows providers to effectively share information regarding an individual participant, allowing for a streamlined and targeted approach to services.

ICAN-RU provides targeted case management to each E&T participant by supporting them to identify goals that are important and specific to their interest. RUFA case managers and career coaches use this information to collaboratively create a Family Development Plan (FDP) that lists current goals. Then the case manager or career coach uses the Goal, Plan, Do, Review/Revise (GPDR/R) framework to support the participant in identifying specific steps that will support them to goal achievement. The GPDR/R framework offers a selection of goal sheets the participant can identify what sheet works best for them. The worksheet is specific to the individual participant and their goals.

Case managers and career coaches will work with participants on an ongoing basis, meeting at least once per month, but more often as needed. Meetings can be held in person in the office or community, or over the phone or virtually, depending on the participant's preference and availability. Case notes are maintained for each participant to help case managers and career coaches remain organized and goal sheets document the progress or changes that are needed to achieve the participant's goal(s). Supervision and case consultation is used between staff to troubleshoot challenging situations and brainstorm appropriate resources and approaches.

### XIII. Conciliation Process (if applicable)

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

a) Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

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

c) What is the length of the conciliation period?

### XIV. Disqualification Policy for General Work Requirements

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

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

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

30 days

60 days

Other: Click or tap here to enter text.

- b) For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?
- Yes
- No
- c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:
- One month or until the individual complies, as determined by the State agency
- Up to 3 months
- d) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:
- Three months or until the individual complies, as determined by the State agency
- Up to 6 months
- e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:
- Six months or until the individual complies, as determined by the State agency
- Time period greater than 6 months
- Permanently
- f) The State agency will disqualify the:
- Ineligible individual only
- Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

## **XV. Good Cause**

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

*and by the household member involved, in determining whether or not good cause exists.*

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

When a 3SVT customer refuses or fails to comply with the 3SVT work requirement state agency staff will gather as much information about the situation to make a determination on good cause. This would include:

- Discussing the situation with the individual or household.
- Completing collateral calls for additional information from the employer, household or other source.
- Requesting additional verification from the household.

Each outreach attempt will occur once, and the household is given 10 days to provide verification when they are send the verification request.

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

- Customers have good cause for quitting a job or reducing work hours if:
  - There were circumstances beyond the customer’s control. Examples include, but are not limited to:
    - Illness of the customer or another household member requiring the customer’s presence
    - Household emergency
  - The job was unsuitable.
  - There was discrimination by an employer based on:
    - age;
    - race;
    - sex (including gender identity and sexual orientation);
    - color;
    - disability;
    - marital status;
    - family/parental status;
    - income derived from public assistance programs;
    - religious beliefs
    - national origin; or
    - political beliefs
  - Work demands or conditions make it unreasonable to continue employment, such as working without being paid on schedule.
  - They accepted another job of at least 30 hours per week (or equivalent) or enrolled in school at least half-time.

- Another household member accepted a job or enrolled in school at least half-time in another county or state, causing the household to move.
- They are under age 60, retire, and the employer recognizes it as retirement.
- They accepted a job offer that provides at least 30 hours a week, or weekly earnings at least equal to federal minimum wage times 30 hours, and that job did not materialize or meet the hourly criteria or weekly earnings through no fault of their own.
- They leave a job that requires frequent moves, such as migrant worker or seasonal farmworker.
- When adequate dependent care is reported as unavailable for children at least six and under 12.
  - Record that a provider could not be located and do not sanction for voluntary quit.
- The job quit does not meet the definition of voluntary job quit or reduced work hours.
- ESD always consider all the facts when good cause is claimed.

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

If there is not an appropriate or available spot in ICAN for a participant, the ICAN provider would email the ICAN coordinators details about the case. The ICAN coordinators would work with the local ESD office and ICAN regional team to determine if there are additional/other employment and training services available in the area that could support the participant in their employment goals. ESD would work with the ICAN provider and participant to connect them to appropriate services if they are interested in accessing those services.

For ICAN-RU participants, if there is not an appropriate or available spot in ICAN-RU for a participant then the case manager would support the participants employment and training goals outside of ICAN-RU.

## XVI. Provider Determinations

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

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

Provider agencies are responsible for determining if a participant is not a good fit for participation in their program.

If a provider determination is made the provider must notify ESD within 10 days of the date the determination was made using the provider determination form. This form is sent to the ICAN coordinators at ESD. This form will provide ESD with information about the participant, the reason for the decision, recommended next steps and if other providers are included in the determination.

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

Once the provider determination form is received at ESD the following steps will be completed:

1. ESD will send the participant a provider determination notice within 10 days of the provider determination. The notice will include:
  - Explanation of what a provider determination is,
  - Details on the next Steps ESD will take,
  - Confirmation that the participant is not being sanctioned,
  - Time Limited rights and responsibilities, as applicable.
2. At the customers next recertification or sooner at their request, ESD will determine which of the following is most appropriate for the participant:
  - Referral back into ICAN
  - Reassess physical and mental fitness for work, or
  - Coordinate with other workforce programs as practical.

## XVII. Participant Reimbursements

*In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual’s expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.*

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

<p>I. Estimated number of E&amp;T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&amp;T</i></p>	<p><b>1412</b></p>
---	--------------------

<i>participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i>	
II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.	162
III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$636,367.00
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$53,030.58
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$327.35

### Participant Reimbursement Details

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

- Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as *a reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.



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

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

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (Per program Year)</b>	<b>Who provides the participant reimbursement ?</b>	<b>Method of disbursement</b>
Automobile Insurance	2-month cap, 1 additional month allowed if in job retention.  Not included in transportation cap	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Automobile Tires	\$1000, part of transportation cap	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Bicycle/eBike	\$1000, part of transportation cap	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Books		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Child Care		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (Per program Year)</b>	<b>Who provides the participant reimbursement ?</b>	<b>Method of disbursement</b>
Clothing and Shoes	\$300 cap	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Course Registration Fees		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Dental Services (Emergency)		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Driver's License	\$65 cap for traditional license  \$175 cap for enhanced license	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Drug Testing		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Fingerprinting		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (Per program Year)</b>	<b>Who provides the participant reimbursement ?</b>	<b>Method of disbursement</b>
General Medical Services (examples include physicals or inoculations related to new employment or training program; general or routine medical services are not allowable)		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Housing - Rent	ICAN: Must be in job retention – 3-month cap or \$3,000 cap, whichever is less.  ICAN-RU: 2-month cap or \$2,000 cap, whichever is less.	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Internet	2-month cap, 1 additional month allowed if in job retention	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Permits and Fees (union dues, test fees, licensing and bonding fees, background checks, driving abstracts)		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Personal Hygiene	\$120 cap	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Reasonable Accommodation		ESD	EBT Card, Check or Vendor Payment

Allowable Participant Reimbursements	Participant Reimbursement Caps (Per program Year)	Who provides the participant reimbursement ?	Method of disbursement
			Reimbursement and advance payments allowed.
Self- Employment - Business Supplies		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Student Activity Fees		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Technology	\$250 cap	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Telephone Minutes (see Technology for Telephone Purchase)	2-month cap, 1 additional month allowed if in job retention, limit one line coverage.	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Training Materials		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Transportation Expense	\$1,000 cap for ESD funding.	ESD and Working Fields	EBT Card, Check or Vendor Payment

Allowable Participant Reimbursements	Participant Reimbursement Caps (Per program Year)	Who provides the participant reimbursement ?	Method of disbursement
			Reimbursement and advance payments allowed.
Utilities (examples include electric or internet costs that are reasonable, necessary and directly related to participation in ICAN)	2-month cap, 1 additional month allowed if in job retention per utility type.  Bulk delivery is limited to 1 delivery, 1 additional delivery allowed if in job retention.	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Vision Medical Services	\$150 or 1 pair whichever is less.	ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.
Work and Training Tools		ESD	EBT Card, Check or Vendor Payment  Reimbursement and advance payments allowed.

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

If a participant is ineligible for childcare through the Childcare Financial Assistance Program (CCFAP), but performs approved ICAN activities, ICAN providers can approve childcare services for the participant through a third party using the Vermont childcare subsidy rate schedule. The schedule of childcare must match the employment/training schedule. Proof of denial from CCFAP required.

Participants eligible for CCFAP with a family portion to pay may be eligible for reimbursement of their portion of the cost.

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

When a dependent care agency has a waitlist or otherwise caps enrollment, ICAN will work with the participant to determine the dependent care needs and will work on alternative childcare solutions. ICAN can provide participant reimbursements to alternative providers as the participant continues to engage in ICAN and is working towards securing long term childcare.

## XVIII. Work Registrant Data

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

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

ESD has codes in the ACCESS system to identify work registrants and federal exemptions. The work registration code '02' identifies a participant as a work registrant. On October 1, the state counts all the 02s as of that day through a report run out of the state's eligibility system.

- b) Describe measures taken to prevent duplicate counting.

To prevent duplicate counting for each month after (including October 2- October 31) the state selects all cases with a 02 that are new to the system and matches them with the months prior to make sure the application is new in the fiscal year.

## XIX. Outcome Reporting Measures

### National Reporting Measures

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

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

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

The ESD eligibility system ACCESS is not used for national reporting measures. The VDOL system, currently VJL, is used for national reporting measures.

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

Follow up with ICAN participants is not conducted.

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

N/A Vermont is using Quarterly Wage Records (QWR).

## State Component Reporting Measures

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

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

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

The ESD eligibility system ACCESS is not used for state-specific component measures. The VDOL case management system is used for state-specific component measure.

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

Follow up with ICAN participants is not completed.

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

N/A

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

N/A



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

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

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<b>Supervised Job Search</b>	The number of participants who are employed in the first quarter after exiting E & T services.	<p><i>Numerator will include those participants who obtained employment after completing Supervised Job Search during the period of 10-1-24 to 9-30-25.</i></p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-24 to 9-30-25.</i></p>
<b>Job Search Training</b>	The number of participants who are employed in the first quarter after exiting E&T services.	<p><i>Numerator will include those participants who obtained employment after completing Job Search Training during the period of 10-1-24 to 9-30-25.</i></p> <p><i>Denominator will include the number of participants that participated in job search training during the period of 10-1-24 to 9-30-25.</i></p>
<b>Education</b> <ul style="list-style-type: none"> <li>• <b>Basic/Foundationa I Skills Instruction (includes High School Equivalency</b></li> </ul>	The number of participants who participated in education activities who were employed in the first quarter after existing E&T services.	<p><i>Numerator will include those participants who obtained receive certification from an educational entity, such as, but not limited to, vocational training, high school equivalency, English as a</i></p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<ul style="list-style-type: none"> <li>• <b>Career/Technical Education Programs or Other Vocational Training</b></li> <li>• <b>English Language Acquisition</b></li> <li>• <b>Integrated Education and Training</b></li> <li>• <b>Work Readiness Training</b></li> </ul>		<p>second language, adult basic education <i>after completing component during the period of 10-1-24 to 9-30-25</i></p> <p><i>Denominator will include the number of participants that participated in job search training during the period of 10-1-24 to 9-30-25.</i></p>
<p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Work Activity</b></li> <li>• <b>Internship</b></li> <li>• <b>Pre-Apprenticeship/Apprenticeship</b></li> <li>• <b>On the Job training</b></li> <li>• <b>Work Based Learning – Job Shadow (Other)</b></li> </ul>	<p>The number of participants who gain employment in the first quarter after exiting E&amp;T services.</p>	<p><i>Numerator will include those participants who obtained employment after completing Work Experience during the period of 10-1-24 to 9-30-25.</i></p> <p><i>Denominator will include the number of participants that participated in work experience during the period of 10-1-24 to 9-30-25.</i></p>
<p><b>Job Retention</b></p>	<p>The number of participants who retain employment in the first quarter after exiting Job retention services.</p>	<p><i>Numerator will include those participants who remained employed after 90 days following completing component during the period of 10-1-24 to 9-30-25.</i></p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		<i>Denominator will include the number of participants that participated in job retention during the period of 10-1-24 to 9-30-25.</i>

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

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

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

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

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

### Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input checked="" type="checkbox"/>

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

a) Where will the State agency offer qualifying activities?

Statewide

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

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

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: [Click or tap here to enter text.](#)

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

N/A

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

Time Limited Customers (ABAWDs) are identified in the state's eligibility system with specific codes.

A time limited customer would have one of the following Time Limited Benefits work requirements (TLBWR) codes – 18, 19, 20 (these codes note an individual is time limited and currently meeting their work requirement), 21 (countable month), or 22 (the cure/regaining eligibility).

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

At-risk time limited customers are noted in the state's eligibility system by having three countable months (code 21) in the current 36-month TLBWR clock. An individual is considered at-risk in the month they receive their third countable month (code 21 or 22).

Monthly a report is generated that details the number of individuals received their first, second or third countable months. The report will also provide details on individuals who will close due to the TLBWR in the current month. This report can be used to identify any at-risk time limited customers.

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

Time Limited Customers will be informed of ICAN and qualifying activities by eligibility staff at the time of initial application interview, recertification interview and when changes are reported that affect TLBWRs. Eligibility staff will verbally offer ICAN and use Case Action Notes (CATN) to document. Households that include a time limited customer will also receive written notice of services available through the ICAN program. The ICAN information will be provided to the customer prior to reaching at-risk status and at the time a customer has reached their third countable month. This verbal and written communication will be the initial offer of qualifying activities to time limited customers, the customer must then take the appropriate steps to connect with ICAN providers and qualifying component activities.

Qualifying ICAN activities and services will be offered through ICAN providers Invest EAP, VABIR, VDOL, Working Fields and Vermont Foodbank, with ongoing collaborations with Community Based Organizations (CBO)'s, such as HireAbility Vermont and local Community Action Agencies. Once enrolled in ICAN, the ICAN case manager and component providers will ensure that the participant is offered qualifying components each month. This offer is made through monthly connection to the ICAN network and by connecting to any referrals an ICAN providers made to ensure time limited customers are accessing services that would meet their TLBWRs.

*The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of*

*SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).*

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

All components that are being provided by ICAN providers will be offered to at-risk time limited customers statewide. These include:

- Supervised Job Search\*\*
- Job Search Training\*\*
- Work Experience
  - Work Activities
  - Internship
  - Apprenticeship/Pre-Apprenticeship
  - On-the-Job-Training
  - Work-Based Learning (Job Shadows/Tryouts)
- Education
  - Basic/Foundational Skills Instruction
  - Career/Technical or other Vocational Training
  - English Language Acquisition
  - Integrated Education and Training/Bridge Programs
  - Work Readiness Training
- Self-Employment Training
- Job Retention

\*\* non-qualifying component (unless paired with other qualifying component) must be less than ½ the required hours.

All participant reimbursements available are offered to at-risk time limited customers. Please see Table E.11. above for a list of available participant reimbursements. Please also see the ICAN Participant Handbook available at

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/ESD/Partners/ICAN-Participant-Handbook.pdf>

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

Other services that may be provided to at-risk time limited customer outside of ICAN can include but are not limited to the following providers and programs:

- Vermont Department of Labor
  - WIOA
  - Labor Exchange Services
- HireAbility Vermont
  - Job Search Training
  - Supervised Job Search
  - Self-Employment Training
  - Work Experiences
  - Educational Programs
- Local Community Action Agencies
  - Micro-Business Development Programing

As needed to assist a participant in meeting their employment and training goals, along with their work requirements, they will be referred to appropriate community-based organization for services and activities.

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

Vermont will serve any time limited customer that opts to take advantage of ICAN once federal funding has been exhausted. All referrals will continue to go to Invest EAP, and they will either provide the qualifying activity or refer to another provider/CBO depending on the individual’s employment goals. Vermont will continue to offer ICAN services during initial application interview, recertification and change reports that affect time limited status.

Vermont will use general funds, 50/50 funds and local funds to provide this service once the Pledge funds have been exhausted.

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

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	56

Question	Number
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	4826
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	4526
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	377

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

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

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T	46	34	15
All other programs outside of SNAP E&T	546	42	0
Total slots across all qualifying activities	592	76	15

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

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	\$12,915,257.82
II. Of the total in (I), what is the total projected administrative costs of E&T?	\$588,674.46



III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	\$160,011.00
--	--------------

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

The methodology used to determine the total cost to fulfill the pledge was to take the current estimated SNAP E&T budget and participants to determine an estimated annual cost per participant. This looked at administrative cost and participant reimbursement cost. It is estimated that it costs \$3,742.52 per participant per year. (\$2,853.57 admin and \$888.95 participant reimbursement). This amount was multiplied by the number of anticipated at-risk time limited customers.

The projected administrative cost to meet the estimated pledge participation levels is \$588,674.46 in administrative funds. This is the estimated cost to provide services to 180 new participants. This cost was determined by reviewing the current estimated cost per participant and proposed budgets provided by ICAN providers. The proposed budgets include an increase in administrative needs due to the increase in participants.

Vermont estimates spending about \$160,011.00 of the total participant reimbursement budget to meet this pledge. This is based on the current estimated participant reimbursement cost per participant.

## G. Component Detail

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

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

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

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

**blank.** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
  - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

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

Details	Supervised Job Search (SJS)
<p>Summary of the State guidelines implementing SJS</p>	<p>Supervised job search offers participants the opportunity to gain valuable job search skills and access resources that can increase success during job seeking activities. Supervised Job Search activities include, but are not limited to, 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.</p> <p>The Supervised Job Search component will be offered by members of the employment teams and can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider.</p> <p>ICAN locations for supervised job search were selected by ESD as approved locations. ICAN providers were selected based on the annual provider packets they submitted noting they would be offering the component to participants. ESD ensured that the providers identified where job search activities would be completed, how they will provide supervision and how the participants’ time would be tracked. The ICAN-RU provider was selected based upon their ability to provide coverage statewide. The ICAN-RU provider had previously demonstrated its ability to provide employment services through the RUFA program and additionally, were able to establish which participants were eligible for ICAN-RU services by working closely with our ESD offices.</p> <p>Supervised Job Search activities can be completed virtually, in person, in a group and one-on-one. Providers will work with participants to ensure they receive this component in a way that meets the participant’s needs and allowed them to have access to the tools and materials needed to perform the supervised job search activity.</p> <p>The component is individualized to the participant but at a minimum participants will meet monthly with skilled</p>

	<p>ICAN/ICAN-RU provider staff or community resource who will provide meaningful guidance and support surrounding job search activities.</p> <p>Documentation of Supervised Job Search activities will be kept in the participant's file and tracked in the case management system.</p>
<p>Direct link</p>	<p>All ICAN/ICAN-RU providers complete assessments with participants. A crucial part of these assessments is to determine the participant's employment goals, interest and barriers to employment. Providers can then give participants specific labor market information and job leads that meet the participant's interest. The provider will work to target employment opportunities to the participant's interests and the local job area's needs.</p>
<p>Target population</p>	<p>All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.</p>
<p>Criteria for participation</p>	<p>Participants who are currently able to work and want assistance getting a job can enroll. Through supervision, assessments and case management, participants may be moved into other components or co-enrolled in other components to ensure job search activities are successful. and to ensure participant are suitable for current/ongoing supervised job search activities.</p> <p>ICAN is individualized to the participant and as such the participant can identify themselves as ready for employment/job search because many participants' first goal at enrollment is to get a job. ICAN programing and case management helps participants achieve their goals and if a participant feels they are ready for SJS then the component can be provided. ICAN does not tell individuals what to do within the program, we support them in what they want to do and help them navigate employment services.</p> <p>Minimum criteria to participate depends on the ICAN provider. Examples of component criteria to participate includes:</p> <ul style="list-style-type: none"> <li>• Wanting to work</li> <li>• Employment age</li> <li>• Barriers to employment</li> <li>• High school diploma or GED</li> </ul>

Geographic area	Statewide
E&T providers	The providers offering Supervised Job Search are Invest EAP, VABIR and Working Fields.
Projected annual participation	304
Estimated annual component costs	\$370,368.80

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

Details	Job Search Training (JST)
Description of the component	<p>Job Search Training offers participants the opportunity to engage in activities and training that will enhance job readiness, reduce barriers and provide skills necessary to succeed in finding and maintaining a job. Job Search training activities include, but are not limited to, employability assessments, 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 virtually, in person, in a group setting and one-on-one.</p> <p>This component is very individualized for the participant; therefore, the employment team will meet the participant where they are. For example, if a participant needs support in managing the stress and anxiety of job search/interviews, they will be referred to services to address the concern/issue.</p> <p>The Job Search Training component will be offered by members of the employment teams and can be coordinated with the participant’s ICAN or ICAN- RU case manager or provider.</p> <p>Documentation of Job Search Training activities will be kept in the participant’s file and tracked in the case management system.</p>

Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers, through assessments and ongoing case management determine if participants are suitable for Job Search Training. This component is very individualized for the participant; therefore, the employment team will meet the participant where they are. Participants may be moved into other components or co-enrolled in other components to ensure job search activities are successful.</p> <p>Minimum criteria to participate are dependent on the ICAN provider. Examples of component criteria to participate includes:</p> <ul style="list-style-type: none"> <li>• Wanting to work</li> <li>• Employment age</li> <li>• Barriers to employment</li> <li>• High school diploma or GED</li> </ul>
Geographic area	Statewide
E&T providers	The providers offering Job Search Training are Invest EAP and VABIR.
Projected annual participation	545
Estimated annual component costs	\$1,071,280,64

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

Details	Job Retention (JR)
Description of the component	<p>Job retention offers participants the ability to continue engagement with ICAN as they venture into employment. Job Retention activities include, but are not limited to, case management, employment coaching, continued education, participant reimbursements and supportive services.</p> <p>The Job Retention component will be offered by members of the employment teams and can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider.</p> <p>Job retention will be offered for a minimum of 30 days and a maximum of 90 days to participants who gain employment following their participation in another component. Job retention is available for a maximum of 90 days per employment period following engagement/completion of a component other than job retention.</p> <p>During the initial 30 days of job retention case managers and/or providers will put a good faith effort into keeping the customer engaged with ICAN or ICAN-RU. This is done through the ICAN or ICAN-RU case manager or provider.</p> <p>Documentation of Job retention activities will be kept in the participant’s file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants meeting the criteria below can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Criteria for participation in Job retention are:</p> <ul style="list-style-type: none"> <li>• Obtain employment; and</li> <li>• participated in another ICAN component in the month of or the month prior to enrollment in Job Retention.</li> </ul>
Geographic area	Statewide
E&T providers	The providers offering Job Retention are Invest EAP, VABIR, and Working Fields.
Projected annual participation	277

Estimated annual component costs	\$293,058.33
----------------------------------	--------------

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

Details	Self-Employment Training (SET)
Description of the component	<p>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, but are not limited to, classroom and one-on-one training and coaching addressing business practices, business plan development, access to financing, marketing, and other essentials to running a small business. Participants in this component will be required to complete a business plan with their self-employment component provider/program.</p> <p>The Self-Employment Training component is offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider.</p> <p>Documentation of self-employment activities will be kept in the participants file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Minimum criteria to participate are dependent on the ICAN provider/CBO program. Examples of component criteria to participate includes:</p> <ul style="list-style-type: none"> <li>• having an identified self-employment goal</li> <li>• At least age 18</li> <li>• Barrier to self-employment</li> </ul> <p>Participants and case managers, through assessments and ongoing case management will determine if participants are suitable for self-employment training. ICAN is individualized to the participant and as such the participant can identify themselves as ready for a</p>



	component. Therefore, it is through case management that participants and providers determine that a participant is not ready to be successful at a component. In this situation the provider would enrolling the participant in other compartments that would lead to employment success and possible future enrollment in self-employment training.
Geographic area	Statewide
E&T providers	Providers offering self-employment training are Invest EAP and VABIR (ICAN-RU only).
Projected annual participation	83
Estimated annual component costs	\$101,377.15

## II. Educational Programs

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

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

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>Basic and Foundational Skill Instruction offers participants the ability to engage and enroll in educational programs/institutions to gain skills and credentials geared towards their employment goals. Basic and foundational skill instruction activities can include, but are not limited to, training programs, certification, licensure, skill development, General Education Diploma (GED), or High School Completion Programs.</p> <p>The Basic and foundational skill instruction component will be offered by members of the employment team and community-based organizations. The component can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider</p> <p>Documentation of basic and foundational skill instruction activities will be kept in the participant’s file and tracked in VJL.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	Criteria for participation in Basic/Foundational Skills Instruction includes: Age 16+ without a high school diploma or someone with a high school diploma who lacks equivalent skills in reading, writing, math, digital literacy.
Geographic area	Statewide
E&T providers	Providers offering Basic/foundational skill instruction are Invest EAP, and VABIR (ICAN-RU Only).
Projected annual participation	85
Estimated annual component costs	\$108,996.58
Not supplanting	SNAP E&T funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include

	<p>additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.</p> <p>During annual planning providers provide details on the services and funding available for SNAP E&amp;T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.</p>
Cost parity	<p>Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU Agreement, which is the billing practice utilized by providers for both E&amp;T and non-E&amp;T participants. ICAN Education providers with fee for services bill the same rates to both E&amp;T and non-E&amp;T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.</p>

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

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	<p>Career/Technical Education Programs or other Vocational Training offers participant the ability to engage and enroll in post-secondary/adult educational programs to gain academic and technical knowledge and skills to prepare participants for future education and careers.</p> <p>Career/Technical Education Programs or other Vocational Training activities can include, but are not limited to, training programs, certification, licensure, and skill development.</p> <p>Career/Technical Education Programs and other Vocational Training will be offered by members of the employment team, community-based organizations and can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider.</p> <p>Documentation of component activities will be kept in the participants file and tracked in the case management system.</p>
Target population	<p>All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.</p>

<p>Criteria for participation</p>	<p>There are many different Career/Technical Education Programs and other Vocational Training programs offered across the state and the criteria to participate in a specific program will vary. Participants, state agency staff, ICAN provider staff and Vocational Edu staff through assessments and ongoing case management will determine if participants meet a specific programs criteria.</p> <p>Criteria for participation can include:</p> <ul style="list-style-type: none"> <li>• Age requirements</li> <li>• Possess basic literacy skills and speak English</li> <li>• Underemployed or unemployed</li> <li>• Able to meet low income requirements</li> <li>• Desire to work in a specific industry</li> <li>• Have the legal right to work in the U.S.</li> <li>• Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.</li> <li>• Able to follow multi-step instructions in a fast-paced environment.</li> </ul>
<p>Geographic area</p>	<p>Statewide</p>
<p>E&amp;T providers</p>	<p>Providers offering Career/Technical Education Programs or Vocational Training are Invest EAP, VABIR (ICAN-RU Only), and Vermont Foodbank.</p>
<p>Projected annual participation</p>	<p>111</p>
<p>Estimated annual component costs</p>	<p>\$309,878.11</p>
<p>Not supplanting</p>	<p>SNAP E&amp;T funds are not supplanting funds used for other existing education programs. SNAP E&amp;T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.</p> <p>During annual planning providers provide details on the services and funding available for SNAP E&amp;T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.</p>

<p>Cost parity</p>	<p>Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU agreement, which is the billing practice utilized by providers for both E&amp;T and non-E&amp;T participants. ICAN education providers with fee for services bill the same rates to both E&amp;T and non-E&amp;T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.</p>
--------------------	---

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

<p><b>Details</b></p>	<p><b>English Language Acquisition (EPEL)</b></p>
<p>Description of the component</p>	<p>English Language Acquisition offers non-English-speaking individuals the ability to learn and enhance their English language skills. Participants may also study citizenship skills for integration in community and employment in the United States.</p> <p>English Language Acquisition will be offered by members of the employment team, community-based organizations and can be coordinated with the participant’s ICAN or RUFA case manager or ICAN-RU provider.</p> <p>Documentation of English language acquisition activities will be kept in the participants file and tracked in the case management system.</p>
<p>Target population</p>	<p>Targeting program for non-English speaking individuals eligible for ICAN/ICAN-RU.</p>
<p>Criteria for participation</p>	<p>Participant must be lacking in English language skills.</p> <p>Other criteria for participation can include:</p> <ul style="list-style-type: none"> <li>• Age requirements</li> <li>• Desire to work in a specific industry</li> <li>• Have the legal right to work in the U.S.</li> </ul>
<p>Geographic area</p>	<p>Statewide</p>
<p>E&amp;T providers</p>	<p>The providers offering English language acquisition are Invest EAP and VABIR (ICAN-RU Only).</p>
<p>Projected annual participation</p>	<p>74</p>

Estimated annual component costs	\$81,411.65
Not supplanting	<p>SNAP E&amp;T funds are not supplanting funds used for other existing education programs. SNAP E&amp;T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.</p> <p>During annual planning providers provide details on the services and funding available for SNAP E&amp;T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.</p>
Cost parity	<p>Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU agreement, which is the billing practice utilized by providers for both E&amp;T and non-E&amp;T participants. ICAN education providers with fee for services bill the same rates to both E&amp;T and non-E&amp;T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.</p>

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	<p>Integrated Education and Training/Bridge Programs offer participants the ability to participate in education programs in conjunction with workforce activities and training geared towards specific occupations and skills.</p> <p>Integrated Education and Training/Bridge Programs will be offered by members of the employment team, community-based organizations and can be coordinated with the participant’s ICAN or ICAN-RU case manager or component provider.</p> <p>Documentation of Integrated Education and Training/Bridge Program activities will be kept in the</p>

	participants file and tracked in the case management system.
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers, through assessments and ongoing case management determine if participants are suitable for integrated education and Training/Bridge Programs. This component is very individualized for the participant; therefore, the employment team will meet the participant where they are.</p> <p>Minimum criteria to participate are dependent on the ICAN provider/program. Examples of component criteria includes:</p> <ul style="list-style-type: none"> <li>• Age requirements</li> <li>• Barriers to employment</li> <li>• High school diploma or GED</li> <li>• Possess basic literacy skills and speak English</li> <li>• Desire to work in a specific industry</li> <li>• Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.</li> <li>• Able to follow multi-step instructions in a fast-paced environment.</li> </ul>
Geographic area	Statewide
E&T providers	The providers offering integrated education and training/Bridge programs are Invest EAP, and VABIR (ICAN-RU Only).
Projected annual participation	75
Estimated annual component costs	\$99,543.32
Not supplanting	SNAP E&T funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.



	<p>During annual planning providers provide details on the services and funding available for SNAP E&amp;T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary</p>
<p>Cost parity</p>	<p>Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU agreement, which is the billing practice utilized by providers for both E&amp;T and non-E&amp;T participants. ICAN education providers with fee for services bill the same rates to both E&amp;T and non-E&amp;T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.</p>

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

<p><b>Details</b></p>	<p><b>Work Readiness Training (EPWRT)</b></p>
<p>Description of the component</p>	<p>Work Readiness Training offers participants the ability to participate in educational remedial services and work readiness training services that prepare participants for the workforce. Work readiness skills may include, but are not limited to, both foundational cognitive skills (i.e. reading for information, applied mathematics, locating information, problem-solving, and critical thinking) and non-cognitive or soft skills, which are 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). Basic education and remedial education services are intended to correct or improve deficient skills in a specific subject such as basic math skills, and these services will have a focus on providing an individual with basic literacy equivalent to at least grade 8.9.</p> <p>Work Readiness Training will be offered by members of the employment team, community-based organizations and can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider.</p> <p>Documentation of work readiness training activities will be kept in each participant’s file and tracked in VJL.</p>

Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	There are no minimum criteria for participation; anyone that identifies as needing additional skills is eligible.  Assessments, if required for a participation in a particular EPWRT activity, can be completed by ICAN/ICAN-RU case managers and/or provider.
Geographic area	Statewide
E&T providers	Providers offering work readiness training are Invest EAP and VABIR (ICAN-RU only).
Projected annual participation	76
Estimated annual component costs	\$83,302.31
Not supplanting	SNAP E&T funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to provide services to ICAN-RU participants. This includes securing spots for ICAN-RU participants or expanding services to include additional supports for ICAN-RU participants to ensure successes in education and employment activities.  During annual planning providers provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.
Cost parity	Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU agreement, which is the billing practice utilized by providers for both E&T and non-E&T participants. ICAN education providers with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.

### III. Work Experience (WE)

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

#### Work Activity and Unsubsidized WBL Components

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

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

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

Details	Work Activity (WA)
Description of the component	<p>Work Activity offers participants the ability to complete training at local non-profit or for-profit businesses. These placements are temporary opportunity that provide exposure to work environments and allow participants to develop a particular skill or set of skills necessary for employment</p> <p>Work Activities are offered by the employment team and other community-based organizations. The component can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider.</p> <p>ICAN/ICAN-RU 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 Activity and the placement will be tailored to the participant’s needs and goals.</p> <p>Documentation of work experience activities will be kept in the participant’s file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Minimum criteria for participation in this component is individualized to the program and could include:</p> <ul style="list-style-type: none"> <li>• Age requirements</li> <li>• Desire to work</li> <li>• Desire to work in a specific industry</li> <li>• Barriers to employment</li> <li>• High school diploma or GED</li> <li>• Possess basic literacy skills and speaks English</li> <li>• Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.</li> <li>• Able to follow multi-step instructions in a fast-paced environment.</li> </ul>
Geographic area	Statewide
E&T providers	Providers offering work activities are Invest EAP, and VABIR.

Projected annual participation	95
Estimated annual component costs	\$103,632.30

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

Details	Internship (WBLI)
Description of the component	<p>Internships offer participants the ability to complete training and skill building with local employers. Placements can be short or long term in a work setting where participants obtain specific training and skills needed for specific jobs and/or employers. The skills and knowledge gained will become part of the participant’s resume.</p> <p>Internships are offered by the employment team and other community-based organizations. The component can be coordinated with the participant’s ICAN or RUFA case manager or ICAN-RU provider.</p> <p>ICAN/ICAN-RU 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 Activity and the placement will be tailored to the participant’s needs and goals.</p> <p>Documentation of internship activities will be kept in the participant’s file and tracked in VJL.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers through assessments and ongoing case management determine if participants are suitable for participation in an internship. Participants may be moved into other components or co-enrolled in other components to ensure work experience activities are successful. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.</p> <p>Minimum criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:</p> <ul style="list-style-type: none"> <li>• Age requirements</li> <li>• Desire to work</li> <li>• Desire to work in a specific industry</li> <li>• Barriers to employment</li> </ul>

	<ul style="list-style-type: none"> <li>• High school diploma or GED</li> <li>• Possess basic literacy skills and speaks English</li> <li>• Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.</li> <li>• Able to follow multi-step instructions in a fast-paced environment.</li> </ul>
Geographic area	Statewide
E&T providers	Providers offering Internship are Invest EAP and VABIR.
Projected annual participation	78
Estimated annual component costs	\$87,561.76

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

Details	Apprenticeship (WBLA)/Pre-Apprenticeship (WBLPA)
Description of the component	<p>Pre-Apprenticeship/Apprenticeship offers participants the ability to develop knowledge and skills in a variety of occupations with higher growth and higher paying employers.</p> <p>Pre-Apprenticeship/Apprenticeships are offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider.</p> <p>ICAN/ICAN-RU 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 pre-apprenticeship/Apprenticeship and the placement will be tailored to the participant’s needs and goals.</p> <p>Documentation of Pre-Apprenticeship/Apprenticeship activities will be kept in the participant’s file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers, through assessments and ongoing case management determine if participants are suitable for participation in an Apprenticeship/Pre-Apprenticeship. Participants may be moved into other components or co-enrolled in other components to ensure work experience activities are successful. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.</p> <p>Minimum criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:</p> <ul style="list-style-type: none"> <li>• Age requirements</li> <li>• Desire to work</li> <li>• Desire to work in a specific industry</li> <li>• Barriers to employment</li> <li>• High school diploma or GED</li> <li>• Possess basic literacy skills and speaks English</li> <li>• Able to commit to program requirements. Including but not limited to: Physically able to stand and work</li> </ul>

	<p>for set number of hours, able to lift specific weight, able to perform frequent bending.</p> <ul style="list-style-type: none"> <li>• Able to follow multi-step instructions in a fast-paced environment.</li> </ul>
Geographic area	Statewide
E&T providers	Providers offering pre-apprenticeship/apprenticeship are Invest EAP and VABIR.
Projected annual participation	74
Estimated annual component costs	\$78,051.68



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

<b>Details</b>	<b>On-the-Job-Training (WBLOJT)</b>
Description of the component	<p>On-the-Job Training offers participants the ability to train in a business setting for specific employer needs. The positions are paid.</p> <p>On-the-job training is offered by members of the employment team, other community-based organizations or local employers. The component can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider.</p> <p>ICAN/ICAN-RU 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 an on-the-job training and the placement will be tailored to the participant’s needs and goals.</p> <p>Documentation of work experience activities will be kept in the participant’s file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers through assessments and ongoing case management determine if participants are suitable for participation in an On-the-Job Training. Participants may be moved into other components or co-enrolled in other components to ensure work experience activities are successful. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.</p> <p>Minimum criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:</p> <ul style="list-style-type: none"> <li>• Age requirements</li> <li>• Desire to work</li> <li>• Desire to work in a specific industry</li> <li>• Barriers to employment</li> <li>• High school diploma or GED</li> <li>• Possess basic literacy skills and speaks English</li> <li>• Able to commit to program requirements. Including but not limited to: Physically able to stand and work</li> </ul>

	<p>for set number of hours, able to lift specific weight, able to perform frequent bending.</p> <ul style="list-style-type: none"> <li>• Able to follow multi-step instructions in a fast-paced environment.</li> </ul>
Geographic area	Statewide
E&T providers	Providers offering on-the-job training are Invest EAP and VABIR.
Projected annual participation	88
Estimated annual component costs	\$91,286.24

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

<b>Details</b>	<b>Work-based learning - Other (WBLO): Job Shadows/Tryouts</b>
<p>Description of the component</p>	<p>Job Shadow/Tryouts offer participants short term employer and career exploration opportunities where they can meet employers, explore potential career interests, and can determine if the participant may be a good fit for the employer.</p> <p>Job Shadow/tryouts are offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant’s ICAN or ICAN-RU case manager or provider</p> <p>ICAN/ICAN-RU 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 Job shadows/tryouts and the placement will be tailored to the participant’s needs and goals.</p> <p>Documentation of Job Shadow/tryout activities will be kept in the participant’s file and tracked in the case management system.</p>
<p>Target population</p>	<p>All ICAN/ICAN-RU participants can participate in this component. It is not targeted at specific populations.</p>
<p>Criteria for participation</p>	<p>When assessing participants for enrollment in a component case managers and component providers will assess the participant's employment goals and barriers. It is during these assessments that a participant's limitations in relation to a field of interest would be determined. A job Shadow/Tryout would take limitations into consideration and thus there is no set criteria for participation. The provider, participant and employer will work together for the participant.</p> <p>Worksite criteria could include:</p> <ul style="list-style-type: none"> <li>• Age requirements</li> <li>• Desire to work</li> <li>• Desire to work in a specific industry</li> <li>• Barriers to employment</li> <li>• High school diploma or GED</li> <li>• Possess basic literacy skills and speaks English</li> <li>• Able to commit to program requirements. Including but not limited to: Physically able to stand and work</li> </ul>

	<p>for set number of hours, able to lift specific weight, able to perform frequent bending.</p> <ul style="list-style-type: none"> <li>• Able to follow multi-step instructions in a fast-paced environment.</li> </ul>
Geographic area	Statewide
E&T providers	Providers offering Job Shadows/Tryouts are Invest EAP and VABIR.
Projected annual participation	53
Estimated annual component costs	\$58,199.84

## H. Estimated Participant Levels

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

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

N/A
-----

## I. Contracts/Partnerships

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

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

<p><b>Contract or Partner Name:</b></p>	<p><b>Department of Disabilities, Aging and Independent Living (DAIL) – Vocational Rehabilitation (HireAbility VT) and The Employee Assistance Program (EAP)</b></p>
<p><b>Service Overview:</b></p>	<p>Invest EAP will provide ICAN participants with onboarding and enrollment support, case management, case coordination and component services.</p> <p><b>Onboarding and Enrollment:</b> Invest EAP’s Enrollment and Outreach Administrator will assist 3SVT recipients directly referred to ICAN from ESD. This assistance will include finalizing ICAN enrollment, setting up an account in the case management system, completing an initial referral to VDOL/WIOA services, and providing warm transfers to the case management team.</p> <p><b>Case Management:</b> Invest EAP’s Program Specialist will provide case management to ICAN participants. All case management will begin with an assessment.</p> <p><b>Assessments:</b> Program Specialist will receive cases as a warm handoff from the enrollment and outreach administrator and will complete an assessment with participants to determine work readiness, including collecting general information about demographics, educational attainment, basic skills, literacy, work experience, and barriers to work, such as disabilities, criminal background, family composition, housing circumstances, childcare needs, and transportation needs. The case manager will refer customers to a services coordinator for participant reimbursement needs and case coordination.</p> <p>Case management will also include:</p>

<p><b>Contract or Partner Name:</b></p>	<p><b>Department of Disabilities, Aging and Independent Living (DAIL) – Vocational Rehabilitation (HireAbility VT) and The Employee Assistance Program (EAP)</b></p>
	<ul style="list-style-type: none"> <li>• enrolling participants in ICAN using the case management system,</li> <li>• creating individualized service plans,</li> <li>• providing component details and assignments,</li> <li>• reviewing and verifying participant reimbursement needs,</li> <li>• completing referrals to appropriate ICAN providers and Community-Based Organizations (CBO), and,</li> <li>• bringing cases to regional team meetings, as necessary.</li> </ul> <p><b>Case Coordination:</b> Invest EAP’s Service Coordinators will provide case coordination to ICAN participants that choose to participate in ICAN with Invest EAP. This coordination includes but is not limited to managing participant reimbursements and coordination of services across workforce providers.</p> <ul style="list-style-type: none"> <li>• <u>Participant Reimbursements:</u> Services Coordinators in collaboration with ICAN Program Specialist and regional teams will assist participants in accessing ICAN participant reimbursements (PR) and other braided funding. This assistance can include but is not limited to:             <ul style="list-style-type: none"> <li>○ Identifying initial PR needs</li> <li>○ Exploring braided funding options.</li> <li>○ Assisting with PR verification requirements.</li> <li>○ Completing PR requests.</li> <li>○ Working with ICAN staff and participants to gather required information on specific PR request.</li> </ul> </li> <li>• <u>Coordination of Services:</u> Services Coordinators are also responsible for the coordination of services for all ICAN participants and providers. The Services Coordinators will organize, at a minimum, monthly regional team meetings where all local ICAN providers and, as appropriate, participants and other CBOs will meet to discuss cases and services within the region. The Services Coordinators can act as the local contact for ICAN providers to connect a participant to additional resources and referrals. All ICAN providers will ensure participants complete a Release of Information (ROI) so their ICAN participation can be reviewed at regional meetings.</li> </ul>

<b>Contract or Partner Name:</b>	<b>Department of Disabilities, Aging and Independent Living (DAIL) – Vocational Rehabilitation (HireAbility VT) and The Employee Assistance Program (EAP)</b>
	<b>Component Services:</b> ICAN participants will have access to component services provided by Invest EAP and HireAbility VT outside of this ICAN case coordination and case management agreement through referrals directly to other Invest EAP or HireAbility VT programs, which are funded by Invest EAP and HireAbility VT using other federal funds.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	<ul style="list-style-type: none"> <li>• Supervised Job Search</li> <li>• Job Search Training</li> <li>• Self-Employment Training</li> <li>• Education - Basic/Foundational Skills Instruction (includes High School Equivalency)</li> <li>• Education – Vocational Training</li> <li>• Education - English Language Acquisition</li> <li>• Education - Integrated Education and Training</li> <li>• Work Experience – Work Activities</li> <li>• Work Experience – Internship</li> <li>• Work Experience – Pre-Apprenticeship/Apprenticeship</li> <li>• Work Experience – On the Job training</li> <li>• Work Experience – Work Based Learning (Other) – Job Shadows</li> <li>• Job Retention</li> </ul>
<b>Credentials Offered:</b>	None
<b>Participant Reimbursements Offered:</b>	The provider does not have identified funds available for participant reimbursements. They can request participant reimbursement funds be issued from ESD.
<b>Location:</b>	Statewide
<b>Target Population:</b>	ICAN Participants
<b>Monitoring of contractor:</b>	<ul style="list-style-type: none"> <li>• Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews)</li> <li>• Quarterly Program Reports</li> <li>• Financial Reports</li> </ul>
<b>Ongoing communication with contractor:</b>	<ul style="list-style-type: none"> <li>• Technical Assistance Calls</li> <li>• Monthly Provider Meetings</li> <li>• ICAN Field Staff Calls – Every Other Month</li> <li>• Monthly Invest EAP Case Management Meeting</li> <li>• Email communication</li> </ul>
<b>Total Cost of Agreement:</b>	<b>Total: \$1,371,497.67</b> \$145,853.00 (100% Federal) <b>\$588,674.46 (Additional 100% Federal)</b>



<b>Contract or Partner Name:</b>	<b>Department of Disabilities, Aging and Independent Living (DAIL) – Vocational Rehabilitation (HireAbility VT) and The Employee Assistance Program (EAP)</b>
	\$318,485.11 (50/50 Federal) \$318,485.10 (50/50 State)
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

<b>Contract or Partner Name:</b>	<b>Vermont Association of Business Industry and Rehabilitation (VABIR)</b>
<b>Service Overview:</b>	<p>VABIR assists Vermonters who face barriers to employment in finding gainful employment through training and supports. VABIR tailors trainings and technical assistance to participants and employers. VABIR works with participants who struggle with barriers to traditional employment such as childcare, transportation, disabilities, low education/literacy levels and/or criminal records. VABIR works with private sector employers, organizations and professionals who are searching for qualified applicants.</p> <p>VABIR will assist participants in gaining skills and accessing trainings needed to obtain and maintain competitive employment. They will also act as a liaison between private sector employment and skilled workers. VABIR staff will provide specific labor market information and job leads that meets an ICAN participant’s interests. VABIR will provide component services along with specialized case management to ICAN participants.</p> <p>Through individualized services VABIR will work with participants to assess what job interests they have, develop skills to achieve employment, complete career interest assessments, set up job shadow opportunities, and set up short- or long-term work experience opportunities. VABIR will also work with participants on resume/cover letter building, completing job applications, practicing interview skills and soft skills, setting up mock or informational interview and company tours. VABIR programing includes trainings in groups or one-on-one.</p>

<b>Contract or Partner Name:</b>	<b>Vermont Association of Business Industry and Rehabilitation (VABIR)</b>
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	<ul style="list-style-type: none"> <li>• Supervised Job Search</li> <li>• Job Search Training</li> <li>• Work Experience – Work Activities</li> <li>• Work Experience – Internship</li> <li>• Work Experience – Pre-Apprenticeship/Apprenticeship</li> <li>• Work Experience – On the Job training</li> <li>• Work Experience – Work Based Learning – Job Shadows(Other)</li> <li>• Job Retention</li> </ul>
<b>Credentials Offered:</b>	None
<b>Participant Reimbursements Offered:</b>	The provider does not have identified funds available for participant reimbursements. They can request participant reimbursement funds be issued from ESD.
<b>Location:</b>	Statewide
<b>Target Population:</b>	ICAN participants with high barriers to employment.
<b>Monitoring of contractor:</b>	<ul style="list-style-type: none"> <li>• Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews)</li> <li>• Quarterly 583 Report</li> <li>• Financial Reports</li> </ul>
<b>Ongoing communication with contractor:</b>	<ul style="list-style-type: none"> <li>• Technical Assistance Calls</li> <li>• Monthly Provider Meetings</li> <li>• ICAN Field Staff Calls – Every Other Month</li> <li>• Email communication</li> </ul>
<b>Total Cost of Agreement:</b>	Total: \$85,799.37 \$42,899.68 (50/50 Federal) \$42,899.69 (50/50 Provider)
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

<b>Contract or Partner Name:</b>	<b>Vermont Department of Labor (VDOL)</b>
<b>Service Overview:</b>	<p>VDOL operates and maintains the case management utilized by ICAN/ICAN-RU. The current system utilized is VJL. This system could change during FFY25. VDOL would still be responsible for the operation and maintenance of any new case management system that is implemented.</p> <p>ICAN utilizes the case management system to track ICAN participants, measures, and outcomes. All ICAN/ICAN-RU providers have access to the system to enter participant data. VDOL provides ongoing support to ESD and all providers, this support includes new user setup, training, system enhancements, technical support, and data extraction for quarterly and annual reports.</p> <p>ICAN participants will additionally have access to component services provided by VDOL outside of this ICAN agreement through referrals from Invest EAP to VDOL services, which are funded by VDOL using other federal funds. These component services will include Supervised Job Search, Job Search Training, Education, Work Experience, and Job Retention.</p>
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	<p>Component services provided by VDOL are funded using other federal funds and are not funded by SNAP E&amp;T. Components provided by VDOL align with the components supported by Invest EAP.</p> <ul style="list-style-type: none"> <li>• Supervised Job Search</li> <li>• Job Search Training</li> <li>• Self-Employment Training</li> <li>• Education - Basic/Foundational Skills Instruction (includes High School Equivalency</li> <li>• Education – Vocational Training</li> <li>• Education - English Language Acquisition</li> <li>• Education - Integrated Education and Training</li> <li>• Work Experience – Work Activities</li> <li>• Work Experience – Internship</li> <li>• Work Experience – Pre-Apprenticeship/Apprenticeship</li> <li>• Work Experience – On the Job training</li> <li>• Work Experience – Work Based Learning (Other) – Job Shadows</li> <li>• Job Retention</li> </ul>
<b>Credentials Offered:</b>	None

<b>Contract or Partner Name:</b>	<b>Vermont Department of Labor (VDOL)</b>
<b>Participant Reimbursements Offered:</b>	The provider does not have identified funds available for participant reimbursements. They can request participant reimbursement funds be issued from ESD.
<b>Location:</b>	Statewide
<b>Target Population:</b>	Supporting ESD, ICAN and ICAN-RU providers.
<b>Monitoring of contractor:</b>	<ul style="list-style-type: none"> <li>• Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews)</li> <li>• Quarterly 583 Report</li> <li>• Financial Reports</li> </ul>
<b>Ongoing communication with contractor:</b>	<ul style="list-style-type: none"> <li>• Technical Assistance Calls</li> <li>• Monthly Provider Meetings</li> <li>• ICAN Field Staff Calls – Every Other Month</li> <li>• Email communication</li> </ul>
<b>Total Cost of Agreement:</b>	Total: \$149,958.79 \$74,979.40 (50/50 Federal) \$74,979.39 (50/50 State)
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

<b>Contract or Partner Name:</b>	<b>Vermont Foodbank</b>
<b>Service Overview:</b>	<p>Vermont Foodbank is an intermediary for Capstone Community Action to administer the Community Kitchen Academy (CKA). CKA is a job training program that prepares underemployed and unemployed Vermonters for careers in the food service industry.</p> <p>CKA students receive hands-on instructions and college-level academic work during the 9-week training program (270 hours of educational content). Participants work in a high-volume production kitchen, which includes 7 hours of instruction and production daily. During the program students develop and apply new skills by rescuing food that would otherwise be wasted from grocery stores, restaurants, farms and food service companies. They work with instructors and utilize the latest in commercial tools and equipment to transform food and create meals that are then distributed through food shelves and meal sites. Services are primarily offered in person in a classroom</p>

<b>Contract or Partner Name:</b>	<b>Vermont Foodbank</b>
	<p>kitchen. This may be supplemented with online learning and community-based learning and field trips. Post-graduation, CKA students can stay in contact with the chef instructors for support, job referrals, and problem solving. CKA will also complete post-graduation check-ins to track employment status. Additionally, CKA graduates can receive nine college-level academic transfer credits from the Vermont State College of External Programs.</p> <p>The CKA includes the following:</p> <ul style="list-style-type: none"> <li>• ServSafe certification training.</li> <li>• Extensive knife skills experience.</li> <li>• Recipe comprehension, conversion, measurement, and execution.</li> <li>• Organize mise en place and prioritize production lists.</li> <li>• Hands-on knowledge of vegetable cookery, soups, sauces and salad making.</li> <li>• Basic meat handling and cooking techniques.</li> <li>• Fundamentals of baking.</li> <li>• Breakfast, a la carte, and banquet production.</li> <li>• Career and professional development including time management, organization, prioritization, team building, financial literacy, conflict resolution, etc.</li> </ul>
<b>Intermediary:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	<ul style="list-style-type: none"> <li>• Education – Vocational Training</li> </ul>
<b>Credentials Offered:</b>	<p>ServSafe Certification                  Vermont Department of Liquor and Lottery, Division of Liquor Control First Class Seminar Certification</p>
<b>Participant Reimbursements Offered:</b>	The provider does not have identified funds available for participant reimbursements. They can request participant reimbursement funds be issued from ESD.
<b>Location:</b>	Barre area. Participants living outside of this area and want to enroll in CKA can if they are willing to travel.
<b>Target Population:</b>	All ICAN Participants.
<b>Monitoring of contractor:</b>	<ul style="list-style-type: none"> <li>• Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews)</li> <li>• Quarterly 583 Report</li> <li>• Financial Reports</li> </ul>

<b>Contract or Partner Name:</b>	<b>Vermont Foodbank</b>
<b>Ongoing communication with contractor:</b>	<ul style="list-style-type: none"> <li>• Technical Assistance Calls</li> <li>• Monthly Provider Meetings</li> <li>• ICAN Field Staff Calls – Every Other Month</li> <li>• Email communication</li> </ul>
<b>Total Cost of Agreement:</b>	<p>Total \$115,120.30</p> <p>\$57,560.15 (50/50 Federal Funds)</p> <p>\$57,560.15 (50/50 Vermont Foodbank Funds)</p>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

<b>Contract or Partner Name:</b>	<b>Working Fields</b>
<b>Service Overview:</b>	<p>Working Fields will provide ICAN participants with peer coaching, component services, and job opportunities that are tailored to their needs. Services will include case management, barrier reduction, supervised job search and job retention. Working Fields also has a strong connection to area employers who want to support highly barriered populations in finding successful employment.</p> <p>Services can include:</p> <ul style="list-style-type: none"> <li>• Job readiness assessment</li> <li>• Resume development</li> <li>• Interview preparation</li> <li>• Navigating workplace challenges</li> <li>• Negotiating a wage increase</li> <li>• Resource referrals (transportation, housing, childcare, substance use treatment etc.)</li> </ul> <p>Working Fields provides a first-person approach to employment services with the goal of empowering individuals to address barriers, while supporting employers to address workforce needs, and enriches and strengthens the local community.</p>
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	<ul style="list-style-type: none"> <li>• Supervised Job Search</li> <li>• Job Retention</li> </ul>

<b>Contract or Partner Name:</b>	<b>Working Fields</b>
<b>Credentials Offered:</b>	None
<b>Participant Reimbursements Offered:</b>	<p>Transportation participant reimbursements are available through Working Fields. This is a reimbursement available to Working Fields Participants who utilize Working Fields van service to get too allowable ICAN activities.</p> <p>Working Fields participants will also have access to ESD provided ICAN participant reimbursements.</p>
<b>Location:</b>	Chittenden, Franklin/Grand Isle, Lamoille and Washington Counties
<b>Target Population:</b>	All ICAN participants in provider’s service area.
<b>Monitoring of contractor:</b>	<ul style="list-style-type: none"> <li>• Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews)</li> <li>• Quarterly 583 Report</li> <li>• Financial Reports</li> </ul>
<b>Ongoing communication with contractor:</b>	<ul style="list-style-type: none"> <li>• Technical Assistance Calls</li> <li>• Monthly Provider Meetings</li> <li>• ICAN Field Staff Calls – Every Other Month</li> <li>• Email communication</li> </ul>
<b>Total Cost of Agreement:</b>	<p>Total: \$149,138.12                  \$2,000.00 (100% Funding)                  \$75,569.06 (50/50 Federal Funds)                  \$75,569.06 (50/50 Provider Funds)</p> <p>\$12,500.00 (\$6,250 Federal Funds, \$6,250 Provider Funds) for transportation participant reimbursements are included in this total agreement.</p>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

<b>Contract or Partner Name:</b>	<b>ICAN-RU Vermont Association of Business Industry and Rehabilitation (VABIR)</b>
<b>Service Overview:</b>	<p>VABIR provides employment services and supports to assist Vermonters dually enrolled in RUFA and 3SVT with their efforts to address barriers and gain job skills, training, and employment.</p> <p>VABIR provides consultation and assessment around employment, coordination of employer outreach, job development and placement services. Employment services include employer outreach, the development and provision of employment and progressive employment opportunities, and facilitation and/or support of participant placement into work and work-related activities.</p> <p>These employment services shall help participants overcome barriers to maintain meaningful work experiences that have the potential to lead to paid employment and financial stability. VABIR’s coordinated employer outreach and employment services to participants shall assist participants’ transitions from public assistance to employment.</p>
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	<ul style="list-style-type: none"> <li>• Job Search Training</li> <li>• Self-Employment Training</li> <li>• Job Retention</li> <li>• Education - Basic/Foundational Skills Instruction (includes High School Equivalency)</li> <li>• Education – Vocational Training</li> <li>• Education - English Language Acquisition</li> <li>• Education - Integrated Education and Training</li> <li>• Education – Work Readiness Training</li> <li>• Work Experience – Work Activities</li> <li>• Work Experience – Internship</li> <li>• Work Experience – Pre-Apprenticeship/Apprenticeship</li> <li>• Work Experience – On the Job training</li> <li>• Work Experience – Work Based Learning (Other) – Job Shadows</li> </ul>
<b>Credentials Offered:</b>	None



<b>Contract or Partner Name:</b>	<b>ICAN-RU Vermont Association of Business Industry and Rehabilitation (VABIR)</b>
<b>Participant Reimbursements Offered:</b>	Support Services (Participant Reimbursements) through ICAN-RU are requested through the RUFA Case Manager. The request is reviewed and if approved is issued by ESD out of ACCESS.
<b>Location:</b>	Statewide
<b>Target Population:</b>	ICAN-RU Participants
<b>Monitoring of contractor:</b>	<ul style="list-style-type: none"> <li>• Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews)</li> <li>• Monthly and Quarterly Program Reports</li> <li>• Financial Reports</li> </ul>
<b>Ongoing communication with contractor:</b>	<ul style="list-style-type: none"> <li>• Correspondence with Provider</li> <li>• Provider meetings as needed</li> </ul>
<b>Total Cost of Agreement:</b>	Total: \$1,228,923.26 \$614,461.63 (50/50 Federal) \$614,461.63 (50/50 State – RUFA)
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## J. Budget Narrative and Justification

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

**Table J.I. Direct Costs**

<p><b>Salary/Wages:</b> List staff positions in FTE and time spent on the project. Example: E&amp;T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&amp;T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<table border="1"> <thead> <tr> <th>Position</th> <th>FTE</th> <th>Total Salary</th> <th colspan="2">ICAN Salary</th> </tr> </thead> <tbody> <tr> <td>Benefit Program Administrator</td> <td>0.05</td> <td>\$91,470.38</td> <td colspan="2">\$4,573.52</td> </tr> <tr> <td>Benefit Program Assistant Administrator - 1</td> <td>0.40</td> <td>\$75,071.81</td> <td colspan="2">\$30,028.72</td> </tr> <tr> <td>Benefit Program Assistant Administrator - 2</td> <td>0.70</td> <td>\$76,758.78</td> <td colspan="2">\$53,731.14</td> </tr> <tr> <td>Policy and Performance Analyst</td> <td>0.50</td> <td>\$74,735.80</td> <td colspan="2">\$37,367.90</td> </tr> <tr> <td>RUCM</td> <td>6.50</td> <td>\$88,236.05</td> <td colspan="2">\$573,534.32</td> </tr> <tr> <td>Supervisors</td> <td>1.50</td> <td>\$101,024.15</td> <td colspan="2">\$151,536.22</td> </tr> </tbody> </table>				Position	FTE	Total Salary	ICAN Salary		Benefit Program Administrator	0.05	\$91,470.38	\$4,573.52		Benefit Program Assistant Administrator - 1	0.40	\$75,071.81	\$30,028.72		Benefit Program Assistant Administrator - 2	0.70	\$76,758.78	\$53,731.14		Policy and Performance Analyst	0.50	\$74,735.80	\$37,367.90		RUCM	6.50	\$88,236.05	\$573,534.32		Supervisors	1.50	\$101,024.15	\$151,536.22		
	Position	FTE	Total Salary	ICAN Salary																																				
	Benefit Program Administrator	0.05	\$91,470.38	\$4,573.52																																				
	Benefit Program Assistant Administrator - 1	0.40	\$75,071.81	\$30,028.72																																				
	Benefit Program Assistant Administrator - 2	0.70	\$76,758.78	\$53,731.14																																				
	Policy and Performance Analyst	0.50	\$74,735.80	\$37,367.90																																				
	RUCM	6.50	\$88,236.05	\$573,534.32																																				
Supervisors	1.50	\$101,024.15	\$151,536.22																																					
<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	<table border="1"> <thead> <tr> <th>Position</th> <th>FTE</th> <th>ICAN Salary</th> <th>Benefit Rate</th> <th>ICAN Fringe</th> </tr> </thead> <tbody> <tr> <td>Benefit Program Administrator</td> <td>0.05</td> <td>\$4,573.52</td> <td>70.57%</td> <td>\$3,227.57</td> </tr> <tr> <td>Benefit Program Assistant Administrator - 1</td> <td>0.40</td> <td>\$30,028.72</td> <td>78.63%</td> <td>\$23,611.72</td> </tr> <tr> <td>Benefit Program Assistant Administrator - 2</td> <td>0.70</td> <td>\$53,731.14</td> <td>75.59%</td> <td>\$40,615.51</td> </tr> <tr> <td>Policy and Performance Analyst</td> <td>0.50</td> <td>\$37,367.90</td> <td>79.12%</td> <td>\$29,564.46</td> </tr> <tr> <td>RUCM</td> <td>6.50</td> <td>\$573,534.32</td> <td>50.63%</td> <td>\$290,373.20</td> </tr> <tr> <td>Supervisors</td> <td>1.50</td> <td>\$151,536.22</td> <td>49.46%</td> <td>\$74,946.21</td> </tr> </tbody> </table>					Position	FTE	ICAN Salary	Benefit Rate	ICAN Fringe	Benefit Program Administrator	0.05	\$4,573.52	70.57%	\$3,227.57	Benefit Program Assistant Administrator - 1	0.40	\$30,028.72	78.63%	\$23,611.72	Benefit Program Assistant Administrator - 2	0.70	\$53,731.14	75.59%	\$40,615.51	Policy and Performance Analyst	0.50	\$37,367.90	79.12%	\$29,564.46	RUCM	6.50	\$573,534.32	50.63%	\$290,373.20	Supervisors	1.50	\$151,536.22	49.46%	\$74,946.21
	Position	FTE	ICAN Salary	Benefit Rate	ICAN Fringe																																			
	Benefit Program Administrator	0.05	\$4,573.52	70.57%	\$3,227.57																																			
	Benefit Program Assistant Administrator - 1	0.40	\$30,028.72	78.63%	\$23,611.72																																			
	Benefit Program Assistant Administrator - 2	0.70	\$53,731.14	75.59%	\$40,615.51																																			
	Policy and Performance Analyst	0.50	\$37,367.90	79.12%	\$29,564.46																																			
	RUCM	6.50	\$573,534.32	50.63%	\$290,373.20																																			
Supervisors	1.50	\$151,536.22	49.46%	\$74,946.21																																				
<p><b>Contractual Costs:</b> All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&amp;T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partner</p>	<table border="1"> <thead> <tr> <th>Partner/ Contractor</th> <th>Nature of Contract (Consulting, Data Analysis, E&amp;T Services, Other)</th> <th>Total Admin Costs</th> <th>Total Participant Reimbursement Costs</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Invest EAP</td> <td>E&amp;T Services</td> <td>\$1,371,497.67</td> <td>\$0.00</td> <td>\$1,371,497.67</td> </tr> <tr> <td>VABIR</td> <td>E&amp;T Services</td> <td>\$85,799.37</td> <td>\$0.00</td> <td>\$85,799.37</td> </tr> <tr> <td>VDOL</td> <td>IT Services</td> <td>\$149,958.79</td> <td>\$0.00</td> <td>\$149,958.79</td> </tr> </tbody> </table>					Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursement Costs	Total Cost	Invest EAP	E&T Services	\$1,371,497.67	\$0.00	\$1,371,497.67	VABIR	E&T Services	\$85,799.37	\$0.00	\$85,799.37	VDOL	IT Services	\$149,958.79	\$0.00	\$149,958.79															
	Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursement Costs	Total Cost																																			
	Invest EAP	E&T Services	\$1,371,497.67	\$0.00	\$1,371,497.67																																			
	VABIR	E&T Services	\$85,799.37	\$0.00	\$85,799.37																																			
VDOL	IT Services	\$149,958.79	\$0.00	\$149,958.79																																				

s will provide, such as direct E&T program services, IT services, consulting, etc.	<b>Vermont Foodbank</b>	E&T Services	\$115,120.30	\$0.00	\$115,120.30
	<b>Working Fields</b>	E&T Services	\$136,638.12	\$12,500.00	\$149,138.12
	<b>ICAN-RU VABIR</b>	ICAN-RU Services	\$1,228,923.26	\$0.00	\$1,228,923.26
<b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&T funds.	\$173.16 has been allocated to cover non-capital equipment and supplies. This will cover telephone services for ICAN-RU Case Managers and Partners.				
<b>Materials:</b> Describe materials to be purchased with E&T funds.	N/A				
<b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	N/A				
<b>Building/Space:</b> If charging building space to the E&T program, describe the method used to calculate space value.	N/A				
<b>Equipment &amp; Other Capital Expenditures:</b> Describe	N/A				

equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	
--	--

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

The State of Vermont Agency of Human Services uses an approved public assistance cost allocation plan to allocate cost and does not use an indirect rate. Costs are allocated to all of the benefitting objectives relative to the particular cost per Uniform Guidance. Please also see information here: [Uniform Guidance Appendix VI to Part 200 - Public Assistance Cost Allocation Plans](https://humanservices.vermont.gov/about-us/central-office/fiscal-operations/federal-cost-allocation-plans/2021-cost-allocation-plans) Vermont's PACAP: <https://humanservices.vermont.gov/about-us/central-office/fiscal-operations/federal-cost-allocation-plans/2021-cost-allocation-plans>

\$568,503.72 has been set aside to cover indirect costs.

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

Total Participant Reimbursement funding: \$636,367.00 (\$318,183.50 State/Provider 50/50, \$318,183.50 Federal 50/50)

Transportation and other:

Total: \$632,367.00 (\$316,183.50 State/Provider 50/50, \$316,183.50 Federal 50/50)

ESD ICAN: \$472,867.00

Working Fields \$12,500.00

ESD ICAN-RU: \$147,000.00

Dependent Care:

Total: \$4,000.00 (\$2,000 State 50/50, \$2,000 Federal 50/50)

ESD ICAN: \$1,000.00

ESD ICAN-RU: \$4,000.00

Providers do not have caps or rates per individual for participant reimbursements. Providers determine if a cost is reasonable, necessary, and allowable utilizing the ICAN Participant Reimbursement spending guidelines.