

Food and Nutrition Service

November 15, 2024

Mid-Atlantic Regional Office

Mr. Augustin Ntabaganyimana  
 Executive Director  
 Family Investments Administration  
 Maryland Department of Human Services  
 25 S. Charles Street  
 Baltimore, MD 21201

300 Corporate Blvd  
 Robbinsville, NJ  
 08691

Dear Mr. Ntabaganyimana:

The Food and Nutrition Service (FNS) reviewed the Maryland Fiscal Year (FY) 2025 Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Plan originally submitted on August 19, 2024. This letter serves to approve the State’s final plan submission effective October 1, 2024, at the following spending levels:

<b>E&amp;T 100% Grant Allocation</b>	<b>\$2,216,740</b>
<b>Total Additional E&amp;T Administrative</b>	<b>\$19,973,400</b>
- 50 Percent Federal	\$9,986,700
- 50 Percent State	\$9,986,700
<b>Total Participant Reimbursement – Transportation &amp; Other</b>	<b>\$2,106,864</b>
- 50 Percent Federal	\$1,053,432
- 50 Percent State	\$1,053,432
- <b>Total Participant Reimbursement – Dependent Care</b>	<b>\$3,014</b>
- 50 Percent Federal	\$1,507
- 50 Percent State	\$1,507
<b>Approved FY25 Employment and Training Program Costs:</b>	<b>\$24,300,018</b>
<i>Pending Federal E&amp;T 50% Administrative Funds</i>	<i>\$461,040</i>

Please note that the State agency’s 50 percent Federal reimbursement funds are approved at the target allocation level in accordance with the SNAP Employment and Training Final 100 Percent Federal Grants and 50 Percent Federal Reimbursement Targets for Fiscal Year 2025 memo. Consideration and approval of additional amounts will take place after October 1, 2024, and will be contingent on the availability of Federal funds.

All budget approvals are contingent upon the availability of funds. If sufficient funds are not approved by Congress, distribution will be made on a pro-rata basis. Funding requested via the Program and Budget Summary Statement (FNS-366A) budget process must match the approved plan amounts.

If modifications to the SNAP E&T plan and budget become necessary, please inform FNS of these changes at least 30 days prior to their implementation date. Costs charged to FNS may be disallowed if, during a management evaluation or audit, expenditures prove to be unallowable or unsubstantiated.

If you have any questions or concerns, please contact Christopher Nasados at (609) 259-5038 [Christopher.Nasados@usda.gov](mailto:Christopher.Nasados@usda.gov) .

Sincerely,

A handwritten signature in black ink, appearing to read "D. Gagliardi". The signature is stylized and written in a cursive-like font.

DAVID GAGLIARDI  
Regional Director  
Supplemental Nutrition Assistance Program  
Mid-Atlantic Region

Enclosure

Christy Miller; Emily Bauer; Ignatius Iwuala; Yolanda Dockery; Candice Roberts;  
D. Gagliardi; S. Jacober-Brown; D. Dolphin; D. Kelsey; H. Lockstein; A. Denson; C.  
Nasados

Maryland FFY 2025

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## A. Cover Page and Authorized Signatures

State: Maryland

State Agency Name: Maryland Department of Human Services

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): August 15, 2024

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

Name	Title	Phone	Email
Christy Miller	Acting Assistant Director, SNAP E&T	410-767-6466	<a href="mailto:christy.miller@maryland.gov">christy.miller@maryland.gov</a>
Emily Bauer	Senior Director, Office of Nutrition Assistance Programs	443-257-0223	<a href="mailto:emily.bauer1@maryland.gov">emily.bauer1@maryland.gov</a>
Ignatius Iwuala	Acting Deputy Executive, Director of Programs	301-909-7021	<a href="mailto:ignatius.iwuala@maryland.gov">ignatius.iwuala@maryland.gov</a>
Augustin Ntabaganyimana	Executive Director, Family Investment Administration	410-767-7190	<a href="mailto:augustin.ntabaganyimana@maryland.gov">augustin.ntabaganyimana@maryland.gov</a>

**Certified By:**



Rafael López, Secretary  
Maryland Department of Human Services

State Agency Director (or Commissioner)

November 8, 2024

Date

**Certified By:**



Kirill Reznik,  
Chief Financial Officer

State Agency Fiscal Reviewer

November 8, 2024

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**

<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>

Item number and name: MD FY25-5 - SNAP Employment and Training

Plan 1 of 2

Date of last update: November 8, 2024

State Agency point of contact: Emily Bauer



## C. Acronyms

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

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

**Table C.I. Acronyms**

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
E&E	Eligibility and Enrollment (System)
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
GWDB	Governor's Workforce Development Board
ITO	Indian Tribal Organization
LDSS	Local Departments of Social Services
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act
WORKS	Work Opportunity Record Keeping System

## 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"/>

Check the box to indicate you have read and understand each Statement.	Check Box
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

**Table D.II. Additional Assurances**

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

## 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.

Maryland's SNAP E&T vision is to create an environment where SNAP recipients have the resources necessary to participate in employment training programs that leads to desired career choices and ultimately reduces the customers' reliance on public benefits including SNAP. The SNAP E&T mission is to provide workforce development and wrap-around services to help recipients obtain the skills necessary to enter into in-demand industries and ultimately achieve economic and social independence.

MD DHS, through its Local Departments of Social Services (LDSSs), determines eligibility for the Supplemental Nutrition Assistance Program (SNAP) and identifies Able Bodied Adults Without Dependents (ABAWD) and related exemption status. The State operates SNAP E&T primarily through Third-Party-Partners. LDSSs' involvement includes customer referrals, direct employment and training services, coordination of Workforce Innovation, and Opportunity Act (WIOA) resources for SNAP E&T participants, and partner outreach.

Maryland's 31 Third-Party Partners include a mix of non-profit organizations and educational institutions (i.e., community colleges) that specialize in designing and implementing adult learner programs. They also have experience in providing wraparound services to meet each participant's unique needs. The partners offer training in high-demand fields such as IT/Cybersecurity; Warehousing; Diesel Tech; CDL; Construction; Hospitality and Customer Service; Cyber Security; CNA/GNA; Medical Tech; Airplane Mechanic; Pharmacy Tech; and Emergency Medical Technician.

The majority of the third-party partners continue to offer an online or hybrid platform to serve participants as a best practice since the Public Health Emergency as an effort to remove barriers from program participation when applicable. To ensure accessibility to online training and submission of documents, mobile Hotspots, loaner laptops/tablets, and internet access are made available to participants. Maryland

believes that the hybrid model will allow the State to reach and offer E&T services to a larger share of the SNAP population.

The SNAP E&T Program is now part of the State's WIOA plan. This integration is in the workforce development system at large. Additionally, SNAP E&T participates in the Governor's Workforce Development Board meetings to hear about in demand fields and ensure that our programs are aligned with economic trends. The additional Third-Party partners, incorporation into the WIOA State Plan, and consultation with the Governor's Workforce Board will provide SNAP recipients with more opportunities to gain skills that will catapult them into self-sufficiency.

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

Maryland's SNAP E&T program is administered by the State and services are provided by Third-Party providers, and in limited instances, local jurisdictions. The SNAP E&T team will provide annual Technical Assistance visits to each jurisdiction in FFY 25.

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.

Local jurisdictions that administer SNAP E&T are required to enter participants' activities and outcomes in the WORKS database. State agency will conduct monthly meetings with LDSS and conduct WORKS assessments of the LDSS with county administered programs to ensure program compliance.

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.

The Maryland SNAP E&T Program is voluntary. The SNAP E&T providers are concentrated in metropolitan areas such as Baltimore City, Prince George's, Baltimore County, and Montgomery County, the Public Assistance to Entrepreneurship (PA2E) program offers Self-employment training to customers in all jurisdictions. The State continues efforts to identify additional SNAP E&T providers especially in rural jurisdictions.

e) Provide a list of the components offered.

All participants will receive case management and are enrolled in at least one of the following components by category. The State of Maryland, by way of the Third-Party partners provides the following components:

- Supervised Job Search (SJS)
- Job Search Training (JST)
- Job Retention (JR)

- Workfare (W)
- Self-Employment (OSE)
- Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
- Career/Technical Education Programs or other Vocational Training (EPC)
- Work Readiness Training (EPWRT)
- Work Activity (WA)
- Pre-Apprenticeship (WBLPA)
- Apprenticeship (WBLA)
- On-the-Job-Training (WBLOJT)
- Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
- English Language Acquisition (EPEL)

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

<https://dhs.maryland.gov/supplemental-nutrition-assistance-program/supplemental-nutrition-assistance-program-employment-training/>

## 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.

Maryland entered the second year of the current grant with the Third-Party Partners. One previous partner, Byte Back, has effectively closed their operations within the State. Another previous partner, Humanim, requested to end their three-year grant early and instead opted for a one-year agreement.

Maryland is committed to offering a robust slate of SNAP E&T services to ensure that all customers have access to employment and training opportunities. Under

the newly approved ABAWD Waiver, Prince George's County, a major jurisdiction with about 16% of the state's SNAP caseload, lost the waiver. MDHS will make concerted efforts in FFY 2025 to make sure work-eligible customers have access to employment and training resources necessary to meet ABAWD requirements.

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.

- The State will continue to resolve interface issues between WORKS and E&E Systems as they arise
- The State will enhance efforts to increase Third-Party Partner Data Entry in WORKS
- The State will continue to conduct monthly SNAP It Up E&T Workgroups to provide a collaborative platform for the LDSS to gain a better understanding of their responsibilities of conducting effective screenings and referrals as well as encourage SNAP recipients to leverage the resources and opportunities of the SNAP E&T Program
- The State will work with local offices to increase SNAP E&T referrals

### 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).

The State agency regularly attends and participates in the Quarterly Governor's Workforce Development Board's (GWDB) meetings.

The GWDB has recently shared specific information concerning weaknesses in Maryland's economic growth. To that end, they have identified several sectors that are underperforming: the restaurant industry, management, scientific and technical consulting services, with IT/cyber, healthcare and building trades underperforming the most. The State agency will work purposefully with our current Third-Party Partners who are experts in these areas by closely monitoring their process, outcomes and successes to intentionally work toward supporting Marylanders towards sustainable growth. Additionally in planning for our next iteration of applicants, we will embed this trend data within our proposal in the efforts to seek out and target potential partners that can help to develop within these areas of need.

Additionally, the GWDB has also strongly reiterated the need to buttress workforce training programs and more specifically, registered apprenticeships. The State agency has personally witnessed the elevation of utilizing registered apprenticeships as a work-based learning tool in Montgomery County. Currently, the school system has partnership with WorkSource Montgomery to develop the program as a centerpiece of their professional development of 50 Career Coaches.

To further incorporate this feedback from the GWDB we are collaborating with the Maryland Office of Economic Development to discuss how to better brief our Partners to utilize registered apprenticeships as a mechanism to increase the number of skilled workers in these industries. Learning more about their programming structure will help to inform another target area to focus on and uplift throughout this upcoming program year. Our hope is that Partners will be able to better exploit the data represented by the economic growth trends presented by the GWDB and not only more readily connect them to quality career opportunities, but also, the vehicles to achieve them.



- 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.

Maryland has successfully integrated SNAP E&T in the WIOA plan, and as such, SNAP participants are referred to resources available through the Statewide workforce development system. Through case management, SNAP E&T providers can refer each participant to various programs in the WIOA plan based on their unique needs. At the State level, DHS coordinates with the Department of Labor to prevent duplication of services to leverage and braid resources. DHS also collaborates with the Department of Labor's EARN Grant recipients. The recipients are offered to become Third-Party Partners in an effort to develop their programs to meet customer needs and allow for expansion to serve more customers.

- 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).

In addition to state-level coordination of WIOA and SNAP E&T activities, SNAP E&T partners work closely with American Job Centers (AJCs) across the State. There are cross referrals between WIOA and SNAP E&T partners based on each participant's unique needs and the provider's service offering. Our partnerships allow SNAP E&T to offer an array of workforce training, educational and career opportunities.  
  
These partnerships assist the SNAP E&T program by:

- Providing our program with service delivery strategies and opportunities for our SNAP/ABAWD participants to transition into the industry of their choice
- Allowing SNAP E&T to stretch SNAP E&T funds Statewide along with other WIOA resources
- Leveraging and/or braid funding of non-federal funds to focus on adding complementary enriched service delivery models
- Providing a diverse training and service delivery model that builds the capacity of serving a large number of clients, simultaneously
- Giving us the ability to collaborate and share data, and outcomes so that we can manage our delivery methodologies and revisit areas where our participant needs are not being met and/or best practices

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.

DHS operates the TANF Work Programs. Our LDSS Offices have the flexibility to operate their work programs within their own agency or contract with a qualified workforce development vendor. Further, some of these vendor partnerships are with the local Workforce Development Boards. As a general rule, TANF participants do not enroll in SNAP E&T programs. Instead, they receive TANF-funded employment, education, and training services. When an individual exits TANF, he or she may enroll in SNAP E&T to receive additional training and supportive services necessary to remain on an upward economic mobility.

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).

- Under the combined WIOA plan, DHS participates in state-level discussions with the Department of Labor, the State Department of Education, State Department of Housing and Community Development, and other partners to discuss the needs of the SNAP population, review services available, and develop ways to prevent duplication of services.

- Internally, employment services are tracked in one case management system. The single system helps prevent customers from being enrolled in redundant programs.
- The Maryland Department of Labor administers the Employment Advancement Right Now (EARN) program, an industry-led, competitive workforce and economic development grant. SNAP E&T providers are able to leverage the non-federal EARN funding to meet the required SNAP E&T match. The EARN grant has been instrumental in helping expand Maryland's SNAP E&T program.

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

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

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.

N/A

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).

N/A

- 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? N/A

Yes

No

## V. Utilization of State Options

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

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

Mandatory per 7 CFR 273.7(e)

Voluntary per 7 CFR 273.7(e)(5)(i)

Combination of mandatory and voluntary

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

Applicants per 7 CFR 273.7(e)(2)

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

Categorically eligible households per 7 CFR 273.2(j)

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

Yes

No

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

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7

(c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

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

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

MD is a Voluntary State and exempts all work registrants. MD encourages all Work Registrants to participate in SNAP E&T programs.
---

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

The exemption is reviewed annually as part of the State Plan development process.
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- c) What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas

- Other: Non-English speaking customers

## 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.

SNAP E&T and SNAP programs are administered by the Family Investment Administration (FIA) within Maryland DHS. The FIA establishes program policy, manages the execution of contracts, monitors providers, and maintains relationships with other key partners including but not limited to state agencies and the business community. SNAP certification is conducted by case managers located within twenty-four local jurisdictions. The certification staff are also responsible for referring work-eligible participants to SNAP E&T.

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

The SNAP E&T team housed at the DHS headquarters participate in bi-weekly meetings with local certification staff to discuss policy changes, provide program updates, and allow local staff to exchange ideas. DHS also conducts quarterly "Connecting the Dots" training sessions which are designed to enhance communication between HQ and local staff. The agency leverages these events to discuss policy changes regarding SNAP E&T, SNAP work screening and registration and referral processes. The SNAP E&T Team also launched a workgroup called "SNAP It Up" to engage with the LDSS leadership and line staff to provide a platform for policy clarification and strategize on ways to improve program

participation.

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.

Maryland's SNAP Eligibility Workers (EW) screen applicants for work registration requirements in the Eligibility and Enrollment (E&E) system. The E&E system has an automated interface with WORKS, which is DHS' employment and training case management system. Daily, E&E transmits work registrants' information into WORKS. EWs use WORKS to refer work registrants to SNAP E&T programs. Frontline SNAP E&T staff (LDSS and Third-Party Partners) enter employment and training activities that clients are engaged in WORKS. WORKS then communicates work activities participation to E&E.

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.

Maryland uses the E&E system to process SNAP applications and determine eligibility. Participants are screened for work registration as part of the SNAP certification process. E&E transmits data of all individuals screened as work registrants into the WORKS, a workforce development case management system. Eligibility workers and Third-Party Providers use WORKS to track participant activities. E&E keeps record of applications, redeterminations, case notes/records, and case files uploaded by the eligibility workers. WORKS tracks referrals and participant activities. WORKS transmits compliance data and attendance to E&E which triggers notices in E&E regarding non-compliance.

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

DHS facilitates monthly meetings with the Third-Party Partners to discuss SNAP E&T specific topics including policies, procedures, and concerns that affect program participants and providers. The agency also offers

Technical Assistance and SNAP E&T training as needed to provide policy refreshers, discuss new requirements, and facilitate peer learning opportunities. New policies are also disseminated to providers in policy memorandums transmitted via email.

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

The SNAP E&T team conducts annual Technical Assistance (TA) visits with the partners. During these visits, the team discusses program goals/progress made towards goals as well as barriers; outreach and referrals; staffing changes/challenges; expenditures and billing; and contract compliance. Additionally, the SNAP E&T Team reviews case files, ensures that files are kept in locked or secured locations, reviews financial status to ensure funds are being expended appropriately and in accordance to FNS guidelines, observes classes/instruction time, contracts for subcontractors, and audits. Each TA visit also includes a tour of facilities to ensure safety and ADA compliance (including non-discrimination posters and websites to ensure appropriate non-discrimination language is present).

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).

Each SNAP E&T partner is unique in the services that they provide. To participate in the program, each SNAP E&T provider must submit a proposal describing the program and services to be provided and anticipated outcomes and outputs. The partners are required to submit quarterly reports discussing their progress towards meeting the goals that they established in the proposals. Upon receipt and review of the reports, contract managers schedule follow up meetings to review the outcome metrics and discuss concerns as appropriate. The State also monitors program outputs using the WORKS system, which tracks enrollment and participants' activities.

During FFY25, DHS will also evaluate each partners' expenditures against approved budgets.



## 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.

Maryland follows federal regulations that require that all non-exempt adult SNAP recipients register for work. The adult who signs the application authorizes all adults in the SNAP unit who are not determined to be exempt from participation be registered for work.

A recipient's work registration exemption status must be redetermined at least annually and must be coded in the E&E system. An individual may be exempted from work participation if she or he is:

- Under age 16
- 16 or 17 and is not the head of household; or if they are attending school or are enrolled in an employment training program at least half-time
- Age 60 or older
- Physically or mentally unfit for employment
- A parent or other household member who is responsible for the care of a dependent child under age 6 or an incapacitated individual
- Employed or self-employed and meets one (1) of the provisions below:
  - Working at least 30 hours per week (regardless of wage level)
  - Receiving earnings at least equal to 30 hours a week at the federal minimum wage
- Subject to and complying with any work requirement under title IV of the Social Security Act including TCA work requirements
- Receiving or applying for unemployment compensation
- Participating in a drug addiction or alcohol treatment and rehabilitation program.
- A student enrolled at least half-time in any recognized school, training program, or institution of higher education

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

The Eligibility & Enrollment System (E&E) identifies non-exempt SNAP recipients and captures them as work registrants. The E&E System also identifies whether the

Work Registrants are subject to the regular or an ABAWD work requirements. Information regarding SNAP participants who are subject to work requirements is automatically sent to WORKS. In the WORKS system, workers are able to identify and refer work-eligible participants to employment training activities.

- 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 oral explanation of the work requirements is discussed at the application or recertification interview. The Consolidated Work Notice is sent out when a SNAP case is approved, when the household is certified or when a change is reported. The Consolidated Work Notice informs recipients of work requirements, the consequences for failure to meet the work requirements, and how to communicate with the agency if a participant believes that he or she should be exempt.

## 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.)

SNAP Eligibility Workers screen program participants to determine if they work-eligible. All work-eligible participants are eligible to enroll in SNAP E&T services. The ABAWD population is generally prioritized and is referred to the closest SNAP E&T provider that best suits their employment and training needs. An assigned Eligibility Worker at each LDSS is responsible for assessing the participant to determine which SNAP E&T program might be most suitable.

- 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.

LDSS eligibility case manager conducts interviews at initial certification and redetermination. During the interview process, the eligibility case manager asks questions and gathers information to determine if the individual and household members are work-eligible. A work-eligible individual is one that does not meet an exemption criteria. During the interview process, the eligibility case manager provides an oral explanation of the work requirements. The eligibility case manager also reviews the list of E&T providers and encourages the individuals appropriate for work to leverage the resources of the training programs available.

- 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.

For reverse referrals, a Third-Party Partner completes a form which is submitted to DHS to confirm SNAP enrollment. Once the eligibility case manager confirms SNAP enrollment, he or she contacts the SNAP participants to discuss the SNAP E&T program, conduct a screening for appropriateness of the impending SNAP E&T activity, and discuss participant reimbursements options. The eligibility case manager must provide the customer with information on the selected vendor and send back the form confirming SNAP eligibility.

- 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?

Maryland does not have a mandatory SNAP E&T program. SNAP participants are informed of the availability of participant reimbursement if they are not exempt from work requirements and express interest in enrolling in an E&T program. The provider of E&T services determines the amount of participant reimbursement available to the customer after assessing client barriers and determining the services they will need in order to achieve agreed upon goals. If the cost of participant reimbursement exceeds the caps established by a particular vendor, the vendor will attempt to refer the participant to other resources available in the community.

## 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)?

Maryland is a voluntary State therefore SNAP recipients are only referred if they express interest in the program. The participants are screened for appropriateness and provided a verbal comprehensive explanation of SNAP E&T services as an opportunity to achieve financial self-sufficiency. The eligibility worker discusses barriers and the availability of participant reimbursements along with the referral process to an E&T program. If the case manager determines that the recipient is appropriate to participate in the program, the participants are presented with the list of Third-Party partners and the services they provide for their selection.

DHS verbally communicates a referral to participants and provides them with vendor contact information. The case manager must complete both an electronic referral in WORKS and send the provider a courtesy email to notify them of the expected participant. The case manager must also add case notes regarding the referral in E&E and WORKS. While the customer is responsible for contacting the provider, the provider has access to a report that is generated through WORKS that reflects all electronic referrals to their organization. As a best practice, providers use the report to contact the customer to establish rapport for engagement.

- 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.?

A SNAP E&T case manager discusses the availability of participant reimbursements during intake. The discussion includes details regarding the maximums a client may receive, how to access the reimbursement, and the possibility of accessing external resources if the available reimbursement is not sufficient to cover all the needs of the participant.

- 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.

The intake processes after the SNAP E&T referrals vary from provider to provider; the participant must follow the provider's instructions. Traditionally, the participant would attend orientation and complete an extensive assessment of needs then begin developing an Individual Employment Plan (IEP). The participant is placed into a component best suited for them based on the outcomes of the needs assessment. That provider then monitors attendance, progress, and participation in the program, provides Intensive case management and barrier removal (if necessary) services, and documents participant activities in WORKS.

- 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?

The referral is completed electronically through the WORKS system by DHS merit staff. A paper referral is completed and given to the intended participant and a courtesy email is also sent to the vendor. The vendor also has the ability to pull a referral report from WORKS to retrieve the list of individuals referred to their organization. The WORKS referrals include contact information which vendors you

to invite the participants to an assessment and intake appointment.

- 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?

SNAP eligibility staff notify the Third-Party Partner of the referral and completes an electronic referral in WORKS. The partner can also run a referral report to identify any potential participants referred to them.

## 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)

LDSS Case Managers are responsible for conducting initial customer screenings to identify their strengths (i.e. education, training, and work history) and barriers (i.e. limited education, illiteracy, lack of childcare, lack of transportation, having a criminal background) through the standard SNAP interview process. The Third-party partner conducts intensive assessments upon enrollment into the training program. The partners use various types of assessments and tools to identify interests, abilities, and barriers. The results of the assessments are used to develop the individualized employment plan which is a roadmap to address barriers and help the customer achieve economic self-sufficiency.

## 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.

Case management is integrated into the services offered by Third-Party Partners. Each provider contracted with the State is required to provide case management to all SNAP E&T participants to complete comprehensive assessments, services plans, monitors and reports progress, and reassesses individual customer circumstances to ensure that the participant is on track for successful completion of the program. The Third-Party Partners must meet with the customer at least once a month (but not limited to once a month). During case management meetings the vendor and participant discuss potential barriers to participation. The Third-Party Partners will evaluate the frequency and level of need and will provide participant reimbursements available through their program. If the provider does not offer the support that the participant needs, they will refer to outside resources to meet the participants needs.

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

Communication/Coordination with:

SNAP eligibility staff:	Case management services are provided by each of the Third-Party Partners for their enrolled participants. The Partners, as part of their case management duties, regularly
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	<p>connect with local departments (LDSS) eligibility staff so that they can conduct eligibility screenings for potential recipients of employment and training services.</p> <p>To coordinate efforts with SNAP eligibility staff, or the local departments (LDSS), thirty party SNAP E&amp;T case managers must screen SNAP applicants/recipients to determine if an individual is appropriate to refer to an E&amp;T program. The SNAP eligibility staff will be expected to receive, review, and enter reverse referrals for potential enrollees. The reverse referral process is critical to support participants who are enrolled in Partner programming, but do not have an active SNAP case for the purpose of filling an application for SNAP or eligibility screening. When SNAP E&amp;T case managers provide updates to the SNAP eligibility staff, the SNAP eligibility staff updates the eligibility of the participant in the E&amp;E system accordingly.</p>
<p>State E&amp;T staff:</p>	<p>State E&amp;T staff at our central office provides oversight of the Third-Party SNAP E&amp;T case managers and third-party providers. The State E&amp;T staff provides training and ongoing technical assistance and are responsible for monitoring providers to ensure that they are meeting established program outcomes. The State E&amp;T staff ensures that the third-party case managers document participant activities in the State’s tracking system.</p> <p>The State E&amp;T staff conducts monthly E&amp;T providers meetings, one-on-one calls to handle pressing issues and concerns, and provides regular check-ins to better ensure that they are equipped to meet their goals. This includes monthly and quarterly reports provided by E&amp;T providers to not only assess the level of case management activities, but also to review how they are meeting component requirements as described in their proposal documents.</p>
<p>Other E&amp;T providers:</p>	<p>The State E&amp;T team meets with E&amp;T providers statewide regularly and more recently, has hosted smaller, region-like meetings with them to discuss what they are doing to meet their program goals. E&amp;T providers are also working with one another to tackle overarching concerns that affect all participants, like health equity.</p>

	The State will continue to encourage regular meetings with the E&T providers and will coordinate workgroups based upon region, area of service(s)/training and target population. Ideally, the hope is that the E&T providers can collaborate in smaller groups and can help each other better serve customers depending on their specific needs.
Community resources:	Third-Party Partners are trained to be aware of community resources available to help E&T participants achieve self-sufficiency. The State regularly updates SNAP E&T case managers on potential resources and services that will support program participants to identify and pursue the services necessary to address individual and unique barriers.

- 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).

The merit staff interview all applicants, discuss the work and educational programs offered by the State, and screen for SNAP E&T work compatibility. At the interview, the applicant is offered a work program or education services based on the needs assessment. Once the applicant is approved for SNAP and is a non-exempt Work Registrant, the merit staff will ensure the participant is registered in the WORKs program and inform both the participant and the work /education program that the referral has been made and contact instructions. Third-Party Providers are responsible for assessing individual barriers and enrolling customers in appropriate programs targeted to address their unique needs.

### **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.

If it is determined that a non-exempt individual fails to comply with the work requirements the case manager must reach out to the participant to determine if he or she had good cause for non-compliance. Depending on the reasons that the individual provides, the case manager must reach out to validate the reason for

non-compliance. While the case manager may make contact by phone, if they are unsuccessful, they must follow-up the inquiry in writing to document their efforts to make contact with the source. Good cause is granted on a case-by-case basis at the discretion of the case manager. Good cause can be justified when an individual experiences obstacles that make it difficult or impossible for them to reasonably participate in a training program. Examples of good cause could be but not limited to a family crisis, lack of transportation, or harassment on the job.

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

Maryland's provisions for good cause are defined in section 130 of the SNAP Manual which States the following reasons constitutes good cause for resigning from employment: If the employment is an unreasonable risk to the individuals health or safety, if the individual is physically or mentally unfit to perform the employment, if the distance of the commute from the individuals home to the employment site is unreasonable exceeding more than 2 hours of travel time or the cost of the commute is unreasonable and unable to walk to the job site or have access to public transportation.

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 a participant is referred to an E&T program but it is determined that there are no available slots, the participant is granted good cause. The case record must be documented to reflect the reason good cause was given.

## 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.

The Third-Party Partner, after completing a needs assessment, may complete a provider determination form and submit it to the LDSS if their program is not a good fit for the customer. The Partner may complete a provider determination after the participant has been placed in components but is not a good fit.

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

If a customer is not a good fit for a specific SNAP E&T program and the provider has submitted a provider determination letter, SNAP eligibility staff will schedule a

meeting with the customer within 5 days of receiving the provider determination to inform the customer and explore other programs that may be better suitable through the following steps:

1. Refer the individual to an appropriate E&T component. The DHS case manager may refer the individual to another E&T component; however, as a best practice, the DHS case manager is encouraged to consider if an individual who has already received a provider determination is a good candidate for E&T, or if the fourth option below would be a better fit.
2. Re-assess the individual's mental and physical fitness. If the individual is not determined mentally or physically fit, then the individual must be exempted from employment and training participation. The DHS case manager may also re-assess the individual for other exemptions from the individual work requirements, or the ABAWD work requirement, as applicable.
3. Refer the individual to an appropriate workforce partnership, if applicable. If the LDSS has certified one or more workforce partnerships, the DHS case manager may refer an individual to a workforce partnership at the option of the individual. The State agency must provide individuals with sufficient information about workforce partnerships to make an informed decision about participating.
4. Coordinate with other Federal, State or local workforce or assistance programs to identify work opportunities or assistance for the individual. The DHS case manager may decide that an individual with a provider determination would be better served by a program outside E&T or a workforce partnership. If the State agency chooses this option, the DHS case manager must consider granting the individual good cause from participation in the training program.

## **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 participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p>3,984</p>
<p>II. Estimated number of E&amp;T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.</p>	<p>1,720</p>
<p>III. Estimated budget for E&amp;T participant reimbursements in upcoming FY.</p>	<p>\$2,109,878</p>
<p>IV. Estimated budget for E&amp;T participant reimbursements per month in upcoming FY. (Row III/12)</p>	<p>\$175,823</p>
<p>V. Estimated amount of participant reimbursements per E&amp;T participant per month. (Row IV/Row II)</p>	<p>\$102</p>

**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 (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
Tuition and course registration fees related to the enrolled training	Maryland does not have any reimbursement caps; however, each partner may develop individual reimbursement caps determined by the number of participants and the budget cost per person.	Third-Party Partners	Maryland provides participant reimbursements to our approved Third-Party partners who provide supporting documentation for allowable items and/or services that are reasonably necessary and directly related to participation

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
			in the E&T program. Partners are reimbursed at 50%.
Books needed for the enrolled training	Maryland does not have any reimbursement caps; however, each partner may develop individual reimbursement caps determined by the number of participants and the budget cost per person.	Third-Party Partners	Partner purchases the books and invoices DHS for 50% reimbursement.
Testing Fees to determine if participant mastered the training	Maryland does not have any reimbursement caps; however, each partner may develop individual reimbursement caps determined by the number of participants and the budget cost per person.	Third-Party Partners	Partner pays the testing entity and invoices DHS for 50% reimbursement.
Clothing, personal safety items, tools or uniforms to participate in a SNAP E&T component or to be used for a job	Maryland does not have any reimbursement caps; however, each partner may develop individual reimbursement caps determined by the number of	Third-Party Partners	Partner purchases the items and invoices DHS for 50% reimbursement.

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
	participants and the budget cost per person.		
Licensing and bonding fees for a work experience program and employment	Maryland does not have any reimbursement caps; however, each partner may develop individual reimbursement caps determined by the number of participants and the budget cost per person.	Third-Party Partners	The Partner submits the actual amount of costs incurred based upon verifiable and documented evidence. After invoicing DHS, the Partner receives 50% reimbursement of the actual expense.
Vision correction (such as eyeglasses, bifocals, eye exam) to improve sight for employment	Maryland does not have any reimbursement caps; however, each partner may develop individual reimbursement caps determined by the number of participants and the budget cost per person.	Third-Party Partners	The Partner submits the actual amount of costs incurred based upon verifiable and documented evidence. After invoicing DHS, the Partner receives 50% reimbursement of the actual expense.
Dental work (such as teeth cleaning) for professional appearances	Maryland does not have any reimbursement caps; however, each partner may	Third-Party Partners	The Partner submits the actual amount of costs incurred based



<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
	develop individual reimbursement caps determined by the number of participants and the budget cost per person.		upon verifiable and documented evidence. After invoicing DHS, the Partner receives 50% reimbursement of the actual expense.
Legal services - to obtain expungements, clear fines for employment	Maryland does not have any reimbursement caps; however, each partner may develop individual reimbursement caps determined by the number of participants and the budget cost per person.	Third-Party Partners	Partner pays for the legal services rendered and invoices DHS for 50% reimbursement.
Dependent care for minor children while participating in program	Maryland does not have any reimbursement caps; however, each partner may develop individual reimbursement caps determined by the number of participants and the budget cost per person.	Third-Party Partners	Partner pays the dependent care provider and invoices DHS for 50% reimbursement.
Transportation to and from the SNAP E&T component, including to and from the	Maryland does not have any reimbursement caps; however,	Third-Party Partners	Partner pays the transportation provider and

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
worksite, to remove this barrier.	each partner may develop individual reimbursement caps determined by the number of participants and the budget cost per person.		invoices DHS for 50% reimbursement.

- a) If providing dependent care, specify payment rates for childcare 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.

<b>Average Weekly Regional Child Care Scholarship Rates</b>				
<b>Regions</b>	<b>Infant (Birth to age 24 months)</b>		<b>Child (Age 2 and older)</b>	
	<b>Family Child Care Home Provider</b>	<b>Child Care Center</b>	<b>Family Child Care Home Provider</b>	<b>Child Care Center</b>
Cecil, Queen Anne's, St. Mary's, Talbot, and Washington counties	\$200.00	\$296.00	\$176.00	\$205.00
Caroline, Dorchester, Kent, Somerset, and Wicomico counties	\$175.00	\$242.00	\$142.00	\$175.00
Anne Arundel, Calvert, Carroll, Charles, and Prince George's counties	\$270.00	\$370.00	\$230.00	\$262.00
Howard and Montgomery counties	\$325.00	\$481.00	\$300.00	\$381.00
Baltimore, Frederick, and Harford counties	\$250.00	\$378.00	\$220.00	\$278.00
Allegany, Garrett, and Worcester counties	\$168.00	\$262.00	\$150.00	\$183.00
Baltimore City	\$210.00	\$303.00	\$182.00	\$250.00

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- 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?

Through ongoing case management, third-Party partners will work with the customer to identify alternative childcare options if childcare agencies have a waiting list.

### 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.

DHS determines work registration requirements at SNAP certification or recertification. This data is collected on an ongoing basis as part of the eligibility process. A recipient's work registration exemption status must be redetermined at least annually and must be coded on the E&E system. The number of work registrants is the count of all SNAP recipients without exemptions that are registered for work. The E&E system transmits the work registrant's data over into WORKS through an overnight batch process which is reflected on the FNS-583 report. The data for this report is captured through Sept 30 and is pulled on October 1 after the batch is processed.

- b) Describe measures taken to prevent duplicate counting.

The State's report of work registrants is computer generated. The State is able to prevent duplication by assigning each registrant a unique identifier. Work registrants are captured in E&E and transmitted to WORKS. At the time of registration, the registrant is assigned a unique identifier that remains in place for 12 months that prevents duplicative counting; this data does not cross fiscal years. The E&E system automatically captures and transmits the work registrant's data over into WORKS through an overnight batch process. The E&E System and

WORKS are housed on the MD THINK platform. Collaboratively, when a SNAP case is finalized, the interface between both systems generates the data which is reflected on the FNS-583 report.

## 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input 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).

Data is used from the WORKS system, the E&E system and from DOL.

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

N/A

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

N/A

### State Component Reporting Measures

- d) Check all data sources used for the State-specific component measures.
  - Quarterly Wage Records (QWR)
  - National Directory of New Hires (NDNH)
  - State Management Information System. *Indicate the MIS used below.*
  - Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
  - Follow-up Surveys. *Answer follow-up question below.*
- e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

Data is used from the WORKS system, the E&E system and from DOL.

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

N/A

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

N/A

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

N/A

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

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

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<i>Example:</i> Supervised Job Search	<i>Example:</i> Number of people who obtain employment after completion of component.	<i>Example:</i> Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020  Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.
Supervised Job Search (SJS)	Number of people who obtain job after the completion of SJS	Numerator will include participants who obtained jobs after SJS component completion during the period of 10-01-2024 to 9-30-2025.  Denominator will include the total number of individuals who participated in the SJS component during the period of 10-1-2024 to 9-30-2025.
Job Search Training (JST)	Number and percentage of people who complete JST and are placed in employment.	Numerator will include participants who complete JST component and are placed in employment during the period of 10-01-2024 to 9-30-2025.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		Denominator will include the total number of individuals who participated in JST during the period of 10-1-2024 to 9-30-2025.
Job Retention (JR)	Number and percentage of people who maintain their jobs after three months of job placement	<p>Numerator will include all participants who are employed after three months after job placement that occurred during the period of 3-01-2025 to 2-28-2026.*</p> <p>Denominator will include all participants who participated in the Job retention component during the period of 3-01-2025 to 2-28-2026.*</p> <p>*Delay in the availability of earnings data from Maryland Department of Labor</p>
Job Retention (JR)	Number and percentage of people who maintain their jobs after six months of job placement	<p>Numerator will include all participants who are employed after six months after job placement that occurred during the period of 3-01-2025 to 2-28-2026.*</p> <p>Denominator will include all participants who participated in the Job retention component during the period of 3-01-2025 to 2-28-2026.*</p> <p>*Delay in the availability of earnings data from Maryland Department of Labor</p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
Workfare (W)/ Workfare (WKF)	Number and percentage of people who receive work experience in public service entities, institutes of higher learning, Community Based Organizations (CBO) or Faith Based Organizations (FBO) and obtain employment.	<p>Numerator will include participants who receive work experience in public service entities, institutes of higher learning, Community Based Organizations (CBO) or Faith Based Organizations (FBO) during the period of 10-01-2024 to 9-30-2025 and obtain employment.</p> <p>Denominator will include the total number of individuals who were identified as and participated with needing work experienced in public service entities, institutes of higher learning, Community Based Organizations (CBO) or Faith Based Organizations (FBO) during the period of 10-1-2024 to 9-30-2025.</p>
Self-Employment Training (SET)	Number and percentage of people become self-employed after being enrolled in the SET component.	<p>Numerator will include all participants who are self-employed after three months that occurred during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include all participants who participated in the SET component during the period of 10-1-2024 to 9-30-2025.</p>
Basic/Foundation al Skills Instruction (includes High	Number and percentage of participants who acquired an academic credential.	Numerator will include participants who acquired an academic credential during the period of 10-1-2024 to 9-30-2025.



Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
School Equivalency Programs) (EPB)		Denominator will include the total number of people who participated in Basic Education during the period of 10-1-2024 to 9-30-2025.
Basic/Foundation al Skills Instruction (includes High School Equivalency Programs) (EPB)	Number and percentage of participants who obtain employment.	Numerators will include participants who obtained employment during the period of 10-1-2024 to 9-30-2025.  Denominator will include the total number of people who participated in Basic Education component during the period of 10-1-2024 to 9-30-2025.
Career/Technical Education Programs or other Vocational Training (EPC)	Number and percentage of people who complete a SNAP E&T vocational training course.	Numerator will include participants who complete a vocational training component during the period of 10-1-2024 to 9-30-2025.  Denominator will include the total number of individuals who participated in a vocational training course during the period of 10-1-2024 to 9-30-2025.
Career/Technical Education Programs or other Vocational Training (EPC)	Number and percentage of people who obtain trade credentials	Numerator will include participants who obtain trade credentials during the period of 10-1-2024 to 9-30-2025.  Denominator will include the total number of individuals who participated in a vocational training

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		course during the period of 10-1-2024 to 9-30-2025.
Career/Technical Education Programs or other Vocational Training (EPC)	Number and percentage of people who obtain employment.	<p>Numerator will include participants who obtain employment during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the total number of individuals who participated in a vocational training course during the period of 10-1-2024 to 9-30-2025.</p>
Work Readiness Training (EPWRT)	Number and percentage of people who complete a Work Readiness training and obtain employment.	<p>Numerator will include participants who were placed in employment during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the total number of individuals who participated in a Work Readiness training during the period of 10-1-2024 to 9-30-2025.</p>
Work Activity (WA)	Number and percentage of participants that completed a Work Activity assignment intended to prepare participants for work and were placed in unsubsidized employment.	<p>Numerator will include participants placed in employment during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the total number of individuals who participated in a Work Activity during the period of 10-1-2024 to 9-30-2025.</p>
On-the-Job-Training (WBLOJT)	Number and percentage of people who complete On	Numerator will include participants who complete an WBLOJT and were placed in employment during

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
	the Job Training that were placed in employment.	<p>the period of 10-01-2024 to 9-30-2025.</p> <p>Denominator will include the total number of individuals who participated in WBLOJT during the period of 10-1-2024 to 9-30-2025.</p>
Pre-Apprenticeship– (WBLPA)	Number and percentage of people who complete a Pre-Apprenticeship and are placed in an Apprenticeship.	<p>Numerator will include participants who complete a Pre-Apprenticeship and are placed in an Apprenticeship during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the number of people that participated in a Pre-Apprenticeship during the period of 10-1-2024 to 9-30-2025.</p>
Apprenticeship (WBLA)	Number and percentage of people who complete an Apprenticeship and are placed in employment.	<p>Numerator will include participants who completed an Apprenticeship and are placed in employment during the period of 10-1-2024 to 09-30-2025.</p> <p>Denominator will include the number of people that participated in an Apprenticeship during the period of 10-1-2024 to 9-30-2025.</p>
English Language Acquisition (EPEL)	Number and percentage of individuals who participated in English Language Acquisition	<p>Numerator will include participants who completed an English Language Acquisition during the period of 10-1-2024 to 9-30-2025.</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
	(EPEL) and completed the component.	Denominator will include the number of people that participated in English Language Acquisition during the period of 10-1-2024 to 9-30-2025.
SWBL Transitional Jobs (WBLTJ - SUB)	Number and percentage of individuals who participated in the Transitional Job Component and were placed in unsubsidized employment.	<p>Numerator will include individuals who participated in the Transitional Job Component and transitioned to unsubsidized employment during the period of 10-01-2024 to 9-30-2025.</p> <p>Denominator will include the number of individuals that participated in a Transitional Job Component during the period of 10-01-2024 to 9-30-2025.</p>

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

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

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

- a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?  
 Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

**Table F.I. Pledge Assurances**

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

b) Where will the State agency offer qualifying activities?

Statewide

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

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

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: Click or tap here to enter text.

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

N/A
-----

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

N/A
-----

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

N/A

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

N/A

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

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

N/A

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

N/A

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

N/A

**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?	N/A
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.)	N/A
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.)	N/A
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	N/A

**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	N/A		
All other programs outside of SNAP E&T	N/A		
Total slots across all qualifying activities	N/A		

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

	<b>Value</b>
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	N/A
II. Of the total in (I), what is the total projected administrative costs of E&T?	N/A
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	N/A

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

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## G. Component Detail

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

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

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

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

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.

- **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (Statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

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

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>The supervised job search component requires participants to make a predetermined number of inquiries to prospective employers over a specified period. Job search components should entail a minimum of 12 contacts with employers per month for two months. Supervised job search may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both.</p> <p>The locations of the supervised job search were chosen based on the partners that are providing the service as well as the LDSS that are offering in-house SNAP E&amp;T programs. Each of the partners and LDSS has provided a plan for the supervised job search and a description and required specification of the component is outlined in our proposal submission guidelines.</p>
Direct link	Supervised job search will provide the participants with guidance in navigating the labor market by someone who has the necessary knowledge and skills to guide and support the participant through a successful job search, increasing their opportunities to gain employment or better employment.
Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents.
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) through the completion of an assessment which may include the following measures: Literacy Level; Communication Skills (including English proficiency); Education Level; Employment History; Employment Related Skills; Abilities and Interests; and Employment Barriers and Steps Necessary to Overcome Barriers; and the creation of an Individual Employment Plan (IEP).

Geographic area	Wicomico, Worcester, Somerset, Dorchester, Talbot, Caroline, Queen Anne's, Kent, Frederick, Allegany, Garrett, Charles, St Mary's, Calvert, Prince George's, Howard, Carroll, Baltimore County, Harford, and Cecil Counties and Baltimore City
E&T providers	BCR Cyber, Bugg Hardnett and Associates, Community Engagement and Consultation Group, Inc., Goodwill Chesapeake, Grow Home, Horizon Goodwill Industries, Lifestyles, Light House, Living Classrooms, Maryland New Directions, MCVET, NCIA, Pass It On, The Maryland Center for Hospitality Training, Union Kitchen and The Work First
Projected annual participation	1430
Estimated annual component costs	\$1,711,710

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

Details	Job Search Training (JST)
Description of the component	The job search training component strives to enhance the job search skills of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. The component may consist of job placement services, employability assessments, or other direct training or support activities. Other activities may include resume writing workshops and learning how to use online job search tools. The job search training component may combine job search activities with other training and support activities.
Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents.
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) through the completion of an assessment which may include the following measures: Literacy Level; Communication Skills

	(including English proficiency); Education Level; Employment History; Employment Related Skills; Abilities and Interests; and Employment Barriers and Steps Necessary to Overcome Barriers; and the creation of an Individual Employment Plan (IEP).
Geographic area	Wicomico, Worcester, Somerset, Dorchester, Talbot, Caroline, Queen Anne's, Kent, Frederick, Allegany, Garrett, Charles, St Mary's, Calvert, Prince George's, Howard, Baltimore City, Carroll, Baltimore County, Harford, and Cecil Counties
E&T providers	BCR Cyber, BCCC, Bugg Hardnett and Associates, CFUF, Civic Works, Community Engagement and Consultation Group, Inc., Grow Home, IRC, ISSCC, It Works, Light House, Living Classrooms, Maryland Food Bank, Maryland New Directions, MCVET, NCIA, Npower, Pass It On, Paul's Place, Per Scholas, Roca, The Maryland Center for Hospitality Training, New Destiny Health Career Center, Union Kitchen and The Work First
Projected annual participation	2526
Estimated annual component costs	\$3,425,256

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

Details	Job Retention (JR)
Description of the component	The job retention services component includes periodic staff check-ins with program participants and employers, ongoing career counseling, life management guidance, and provision of support services. For up to 90 days, services are provided to program participants who have secured employment after receiving SNAP E&T services. Job Retention services are provided and tracked for a minimum of 30 days and a maximum of 90 days.
Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents.
Criteria for participation	Participants who obtain employment after participating in E&T and must maintain employment for a minimum of 30 days. Participants are monitored for up to 90 days.
Geographic area	Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Garrett, Harford, Howard, Montgomery, Prince George's, St. Mary's, Washington, Wicomico Counties, Baltimore City
E&T providers	BCR Cyber, BCCC, CFUF, Civic Works, CCBC, Community Engagement and Consultation Group, Inc., IRC, Living Classrooms, NCIA, Bugg, Hardnett, and Associates, Grow Home, Goodwill Chesapeake, IRC, ISSCC, IT Works, JARC, Lifestyles, Light House, MCVET, Maryland Food Bank, Per Scholas, Paul's Place, Pass It On, Roca Baltimore, The Work First, Union Kitchen, and Vehicles for Change
Projected annual participation	2079
Estimated annual component costs	\$3,613,302

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

Details	Self-Employment Training (SET)
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Description of the component	The self-employment training component improves the employability of participants by training them to design and operate a small business or another self-employment venture. Through the Small Business Development Center (SBDC), program participants will receive technical assistance in developing business plans and in creating financial marketing plans; learning how to access small business grants and other business support services; and working with other small business owners as mentors.
Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) through the completion of an assessment which may include the following measures: Literacy Level; Communication Skills (including English proficiency)
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) after the completion of an assessment and the creation of an Independent Employment Plan (IEP). Qualified participants for Self-Employment are referred to a SET program.
Geographic area	Washington, Wicomico, Worcester, Somerset, Dorchester, Talbot, Caroline, Queen Anne's, Kent, Frederick, Allegany, Garrett, Charles, St Mary's, Calvert, Prince George's, Howard, Carroll, Baltimore County, Harford, and Cecil Counties and Baltimore City
E&T providers	Bugg Hardnett and Associates, Living Classrooms, NCIA, PA2E, MCVET, Work First Foundation
Projected annual participation	448
Estimated annual component costs	\$237,888

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

Details	Workfare (W)
Description of the component	<p>The workfare component for program participants in the public sector is targeted to those who lack work experience or recent work experience. ABAWDs/participants have limitations in the number of hours that they can participate. The work experience must not exceed the value of the monthly allotment divided by the higher of the applicable State or Federal minimum wage.</p> <p>Upon initial assessment by the LDSS, participants are placed in public service entities, institutes of higher learning, Community Based Organizations (CBO) and Faith Based Organizations (FBO). Upon successful completion of the workfare assignment, skills obtained by the participant may lead to employment. When developing Workfare sites, LDSS staff ensures that Workfare assignments provide the same benefits and working conditions provided to regular employees performing comparable hours.</p> <p>Job search activities that may precede a workfare assignment are considered part of the workfare component and do not have to be supervised. Job search hours offered through an E&amp;T program count toward meeting Able Bodied Adult Without Dependents (ABAWD) requirements, so long as they are part of another E&amp;T component and make up less than half of the total required time spent in the component, [7 CFR 273.7(e)(1) and 273.24(a)(3)(iii).]</p>
Target population	ABAWDs
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) after the completion of an assessment and the creation of an Independent Employment Plan (IEP). Qualified



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	participants for Workfare lack work experience or recent work experience.
Geographic area	Anne Arundel, Baltimore City, Calvert, Charles, Harford, Howard, St. Mary's, and Prince George's
E&T providers	Lifestyles and MCVET
Projected annual participation	112
Estimated annual component costs	\$419,670

## II. Educational Programs

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

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

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

<b>Details</b>	<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>
Description of the component	Participants in need of Basic Education, basic literacy, GED, and post-secondary education. For program participants to enter into certain vocational training programs, participants must show proficiency in adult basic education. Further, this will also increase competencies for participants entering the workforce.
Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents, Disconnected Youth
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) through the completion of an assessment which may include the following measures: Literacy Level; Communication Skills (including English proficiency); Education Level; Employment History; Employment Related Skills; Abilities and Interests; and Employment Barriers and Steps Necessary to Overcome Barriers; and the creation of an Individual Employment Plan (IEP).
Geographic area	Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Garrett, Howard, Montgomery, Prince George's, St. Mary's, Washington, Wicomico Counties, Baltimore City
E&T providers	BCCC, Civic Works, Community Engagement and Consultation Group, Inc., Goodwill Chesapeake, IRC, JARC, Light House, Living Classrooms, MCVET, Maryland New Directions, Roca Baltimore and The Work First
Projected annual participation	505
Estimated annual component costs	\$1,070,600
Not supplanting	SNAP E&T program staff monitor all program costs and review documentation of leveraged funding to ensure funded component activities do not supplant non-Federal funds for existing educational services and activities. A detailed explanation of this requirement is included in the

	grant agreement, covered at the Onboarding Session, and frequently discussed during monthly SNAP E&T Workgroup meetings.
Cost parity	SNAP E&T program staff monitor all program costs and review documentation of leveraged funding to ensure that costs charged to E&T do not exceed costs charged to other funding sources. A detailed explanation of this requirement is included in the grant agreement, covered at the Onboarding Session, and frequently discussed during monthly SNAP E&T Workgroup meetings.

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

<b>Details</b>	<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>
Description of the component	In the career/technical education component participants are trained in job-specific technical training for work in the trades of their choice. These programs/training will focus on providing students with hands-on instruction and can lead to industry-recognized credentials/certifications, or certificates such as CDL, Certified Information Systems Security Professional certification (CISSP), Comp TIA certification, CNA, GNA, HVAC certifications, OSHA certifications, etc. Students will be prepared for jobs and/or training to build upon their current skill set(s).
Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) through the completion of an assessment which may include the following measures: Literacy Level; Communication Skills (including English proficiency); Education Level; Employment History; Employment Related Skills; Abilities and Interests; and Employment Barriers and Steps Necessary to Overcome Barriers; and the creation of an Individual Employment Plan (IEP).

Geographic area	Wicomico, Worcester, Somerset, Dorchester, Talbot, Caroline, Queen Anne's, Kent, Frederick, Allegany, Garrett, Charles, St Mary's, Calvert, Prince George's, Harford, Howard, Carroll, Baltimore County, Harford, and Cecil Counties and Baltimore City
E&T providers	BCR Cyber, Civic Works, Community College of Baltimore County, Grow Home, Horizon Goodwill Industries, I'm Still Standing Community Corporation, It Works, Jane Addams Resource Center, Lifestyles, Light House, Living Classrooms, MCVET, Maryland Food Bank, New Destiny Health Career Center, MD New Directions, Roca Baltimore, The National Center on Institutions and Alternatives, Pass It On, Paul's Place, Per Scholas, Roca Baltimore, The Maryland Center for Hospitality Training, The Work First, Union Kitchen, Vehicles for Change
Projected annual participation	2036
Estimated annual component costs	\$5,507,380
Not supplanting	SNAP E&T program staff monitor all program costs and review documentation of leveraged funding to ensure funded component activities do not supplant non-Federal funds for existing educational services and activities. A detailed explanation of this requirement is included in the grant agreement, covered at the Onboarding Session, and frequently discussed during monthly SNAP E&T Workgroup meetings.
Cost parity	SNAP E&T program staff monitor all program costs and review documentation of leveraged funding to ensure that costs charged to E&T do not exceed costs charged to other funding sources. A detailed explanation of this requirement is included in the grant agreement, covered at the Onboarding Session and frequently discussed during monthly SNAP E&T Workgroup meetings.

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

Details	English Language Acquisition (EPEL)
Description of the component	The English language acquisition component includes a wide range of activities that improve basic skills and the employability of SNAP participants. ESL classes that provide Childcare services are offered to parents of young children unable to attend mainstream ESL classes due to childcare responsibilities. Classes work to develop the client’s English language ability and reduce barriers to employment.
Target population	Humanitarian immigrant job seekers with children and individuals whose native language is a language other than English.
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) through the completion of an assessment which may include the following measures: Literacy Level; Communication Skills (including English proficiency); Education Level.
Geographic area	Baltimore City, Montgomery County, Prince George’s County
E&T providers	BCCC, IRC, Community Engagement & Consultation Group and Grow Home
Projected annual participation	155
Estimated annual component costs	\$356,500
Not supplanting	SNAP E&T program staff monitor all program costs and review documentation of leveraged funding to ensure funded component activities do not supplant non-Federal funds for existing educational services and activities. A detailed explanation of this requirement is included in the grant agreement, covered at the Onboarding Session, and frequently discussed during monthly SNAP E&T Workgroup meetings.
Cost parity	SNAP E&T program staff monitor all program costs and review documentation of leveraged funding to ensure that costs charged to E&T do not exceed costs charged to

	other funding sources. A detailed explanation of this requirement is included in the grant agreement, covered at the Onboarding Session and frequently discussed during monthly SNAP E&T Workgroup meetings.
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**Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs**

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

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

Details	Work Readiness Training (EPWRT)
Description of the component	The Work readiness training component may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem-solving, and critical thinking and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual’s interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.

Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) through the completion of an assessment which may include the following measures: Literacy Level; Communication Skills (including English proficiency); Education Level; Employment History; Employment Related Skills; Abilities and Interests; and Employment Barriers and Steps Necessary to Overcome Barriers; and the creation of an Individual Employment Plan (IEP).
Geographic area	Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Garrett, Harford, Howard, Montgomery, Prince George's, St. Mary's, Washington, Wicomico Counties, Baltimore City
E&T providers	BCR Cyber, Bugg, Hardnett, and Associates, Civic Works; CFUF, Horizon Goodwill Industries, It Works, ISSCC, JARC, Light House, Living Classrooms, MCVET, MD Food Bank (FoodWorks, Inc), Maryland New Directions, NCIA, Npower, Pass It On, Per Scholas, Roca Baltimore, The Maryland Center for Hospitality Training, The Work First and Union Kitchen
Projected annual participation	2108
Estimated annual component costs	\$5,702,140
Not supplanting	SNAP E&T program staff monitor all program costs and review documentation of leveraged funding to ensure funded component activities do not supplant non-Federal funds for existing educational services and activities. A detailed explanation of this requirement is included in the grant agreement, covered at the Onboarding Session, and frequently discussed during monthly SNAP E&T Workgroup meetings.
Cost parity	SNAP E&T program staff monitor all program costs and review documentation of leveraged funding to ensure that costs charged to E&T do not exceed costs charged to other funding sources. A detailed explanation of this



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	requirement is included in the grant agreement, covered at the Onboarding Session and frequently discussed during monthly SNAP E&T Workgroup meetings.
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**Table G.XI. Educational Program Details: Other**

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

### III. Work Experience (WE)

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

#### Work Activity and Unsubsidized WBL Components

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

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

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

Details	Work Activity (WA)
Description of the component	The work activity component in the private sector provides individuals with an opportunity to gain work experience and useful workplace skills at a supervised work site. Work experience may be combined with job search, job search training, or other components. Upon successful completion of the workfare assignment, skills obtained by the participant may lead to employment.
Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) through the completion of an assessment which may include the following measures: Literacy Level; Communication Skills (including English proficiency); Education Level; Employment History; Employment Related Skills; Abilities and Interests; and Employment Barriers and Steps Necessary to Overcome Barriers; and the creation of an Individual Employment Plan (IEP)
Geographic area	Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Garrett, Howard, Montgomery, Prince George's, St. Mary's, Washington, Wicomico Counties, Baltimore City
E&T providers	Bugg and Hardnett, CCBC, Community Engagement and Consultation, Group, Inc., CFUF, Living Classrooms, NCIA, Goodwill Chesapeake, JARC, Light House, MCVET, NCIA, Pass It On, Union Kitchen and Work First Foundation
Projected annual participation	828
Estimated annual component costs	\$927,360

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

Details	Internship (WBLI)
Description of the component	
Target population	

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Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

<b>Details</b>	<b>Pre-Apprenticeship (WBLPA)</b>
Description of the component	<p>The pre-apprenticeship component provides preparation for on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation.</p> <p>Pre-apprenticeship programs provide individuals with the basic and technical skills necessary to enter an apprenticeship program and should be directly linked to an apprenticeship program.</p>
Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents
Criteria for participation	Criteria for participation determined by case managers (LDSS or Third-Party SNAP E&T Third-Party Partners) after completion of assessment and creation of an employment plan.
Geographic area	Baltimore City, Baltimore County, Howard County, Anne Arundel County,
E&T providers	Work First Foundation and CCBC
Projected annual participation	220
Estimated annual component costs	\$495,916

**Table G.XV. Work Experience: Apprenticeship**

<b>Details</b>	<b>Apprenticeship (WBLA)</b>
Description of the component	<p>The apprenticeship component provides on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations.</p>
Target population	ABAWDs and Voluntary SNAP recipients, Ex-Offenders, Homeless, Non-custodial parents
Criteria for participation	Criteria for participation determined by case managers (LDSS or Third-Party SNAP E&T Third-Party Partners) after completion of assessment and creation of independence plan.

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Geographic area	Montgomery County, Howard County, Prince George's County, Baltimore City, Baltimore County
E&T providers	Union Kitchen and Work First Foundation
Projected annual participation	200
Estimated annual component costs	\$803,012

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

Details	On-the-Job-Training (WBLOJT)
Description of the component	Through the on-the-job training component a work placement is made through a contract with an employer or a registered apprenticeship program sponsor in the public, private non-profit, or private sector. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract consideration should be given to the skills requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant’s individual employment plan.
Target population	ABAWDs, Voluntary SNAP recipients, customers impacted by the criminal justice system, and homelessness
Criteria for participation	Criteria for participation is determined by case managers (LDSS or SNAP E&T Third-Party Partners) through the completion of an assessment which may include the following measures: Literacy Level; Communication Skills (including English proficiency); Education Level; Employment History; Employment Related Skills; Abilities and Interests; and Employment Barriers and Steps Necessary to Overcome Barriers; and the creation of an Individual Employment Plan (IEP).
Geographic area	Anne Arundel Baltimore City, Baltimore County, Harford, Howard and Wicomico County
E&T providers	Civic Works, Horizon Goodwill, Living Classrooms, Maryland New Directions, MCVET and Vehicles for Change
Projected annual participation	286
Estimated annual component costs	\$773,630

**Table G.XVII. Work Experience: Transitional Jobs**

Details	Transitional Jobs (WBLTJ)
Description of the component	N/A

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Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	



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

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

### Subsidized WBL Components

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

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

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

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

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- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

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

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

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

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

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

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

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

<b>Details</b>	<b>Transitional Jobs – Subsidized by E&amp;T (WBLTJ - SUB)</b>
Description of the component	<p>The transitional jobs component is a planned structured work environment that takes place in a workplace or simulated work environment. This component will include sustained interactions with industry professionals in a real world or simulated environment, will offer first-hand experience with tasks required for a specific field and will emphasize employer engagement.</p> <p>Civic Works will pay participants a wage at least equal to the State or Federal minimum wage, will provide the same benefits and conditions as non-E&amp;T participants doing comparable work, and will not displace existing employment of or job applicants not in an E&amp;T program.</p> <p>Civic Works will confer/consult with employers to design the program, curriculum, and training objectives. The providers will share the training objectives with the</p>

	<p>participants prior to entering into the component. They will provide real time instruction and experience in a field paired with course instruction based on the provider’s curriculum. Civic Works partners with Microenterprise Development Center, HIBRED Workforce Solutions, Azimuth Solar, and other employers who have forged strong hiring pipelines with CW; ATC Group Services, which offers on-site construction training and certification guided by employer needs. The participants will interact with these industry professionals during training/instruction and if they are placed at the job site.</p> <p>The employers (if outsourced) will be involved in the execution of the training elements, will give feedback to the participants and program, will assist in removing barriers towards regular, unsubsidized employment. Civic Works will seek out employers with the goal to hire the participant and will provide participant reimbursement for reasonable/allowable expenses.</p> <p>Civic Works will share training objectives with the participants as they transition to the “On-The-Job” portion and follow-up on objectives during case management sessions. Civic Works will work closely with the partners to monitor and assess the participants’ progress; this will also be discussed during case management.</p> <p>Civic Works partners with employers who have a need for skilled workers and will hire participants after program completion. The training will last up to 120 hours of work. The work experience benefits participants by elevating their technical skills through on-site application that better prepares them for the industry, and benefits employers who are seeking workers with relevant work experience. In addition to providing critical work experience, Civic Works’ paid OJT provides participants with essential financial support as they prepare for permanent employment and a career in the sector. The partnerships between Civic Works and the industry professionals have the goals of training participants in</p>
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Plan 1 of 2

Date of last update: November 8, 2024

State Agency point of contact: Emily Bauer

	the field of Solar and utility infrastructure and hiring the participant once the training has concluded.
Target population	Unemployed or Underemployed
Criteria for participation	ABAWD, SNAP Work Registrants
Geographic area	Baltimore City and Baltimore County
E&T providers	Civic Works
Projected annual participation	22
Estimated annual component costs	\$24,866
Length of time the SWBL will run	Two months
Other administrative costs associated with SWBL	N/A



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

<b>Details</b>	<b>Work-based learning - Other -Subsidized by E&amp;T (WBLO - SUB): State agency must provide description)</b>
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

## H. Estimated Participant Levels

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

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

N/A
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## 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**

<b>Contract or Partner Name:</b>	<b>Civic Works</b>
<b>Service Overview:</b>	Civic Works will provide SNAP recipients with the work readiness skills, marketable credentials, vocational skills, case management, placement, and retention services necessary for success in a family-supporting mid-skill career. CW will offer recipients comprehensive Solar Installer and Utility Infrastructure Technician training. Under this proposal, CW will maintain a minimum 80% graduation rate, 75% placement rate, and 70% one-year retention rate. Maryland residents placed into employment will earn an hourly starting wage of approximately \$17 per hour. Overall, CW provides participants with basic foundational skills training, industry-recognized credentials, and the technical skills that address basic work readiness, and bolsters long-term career stability by providing job placement, retention, and wrap-around case management services. All participants complete formal work readiness instruction and financial education, focusing on behaviors that lead to success in the workplace. Participants gain vocational training with sector-based occupational skills training and hands-on practicum. During the entire training, participants are challenged to practice the habits and behaviors that will lead to long-term career success with an emphasis on punctuality, participation, and professionalism.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Contract or Partner Name:</b>	<b>Civic Works</b>
<b>Components Offered:</b>	Job Search Training (JST), Career Technical Educational Program (EPC), Work Readiness Training (EPRT), Transitional Jobs (WBLTJ), Work Activity (WA), Job Retention Services (JR)
<b>Credentials Offered:</b>	OSHA 10 or OSHA 30 Certification; Environmental Protection Agency Certification (EPA); Accredited Asbestos Professional Certification (AHERA Worker); and AHERA Re-Certification
<b>Participant Reimbursements Offered:</b>	Transportation, work clothes, work tools including safety equipment
<b>Location:</b>	3501 Brehms Lane, Baltimore, MD 21213
<b>Target Population:</b>	Unemployed and Underemployed SNAP Recipients
<b>Monitoring of contractor:</b>	SNAP E&T program will provide an annual Technical Assistance Visit, End of year call, and review quarterly reports to ensure program compliance.
<b>Ongoing communication with contractor:</b>	Monthly SNAP E&T meetings, additional Technical Assistance Visits, WORKS review with invoicing.
<b>Total Cost of Agreement:</b>	\$2,465,772
<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

<b>Contract or Partner Name:</b>	<b>Roca</b>
<b>Service Overview:</b>	Roca’s Intervention Model focuses on 16–24-year-old young people who are not ready, willing, or able to be in any other program, education opportunities, or jobs. This model has been developed as an internationally recognized, long-term (2-4 year) behavioral health model that includes prevention, intervention and response services. Using the Intervention Model, Roca engages young people by teaching them the life-saving behavioral skills they need to stay alive long enough to learn to choose to live and sustain employment. Roca does this by creating relationships built on safety and stability, teaching

<b>Contract or Partner Name:</b>	<b>Roca</b>
	life-saving skills, providing educational and employment programming including opportunities for transitional employment, pre-vocational training, workforce readiness, basic education, GED prep, parenting education and ESL.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Job Search Training (JST), Work Readiness Training (EPRT), Job Retention Services (JR), Basic Foundational Skills Instruction (BED), Career Technical Educational Program (EPC), Subsidized Work Experience/Transitional Jobs (TJS)
<b>Credentials Offered:</b>	GEDs
<b>Participant Reimbursements Offered:</b>	Driver's license training and testing fees, Transportation, Work clothes and tools
<b>Location:</b>	880 Park Avenue, Suite 200, Baltimore, MD 21201
<b>Target Population:</b>	Unemployed and Underemployed SNAP Recipients
<b>Monitoring of contractor:</b>	SNAP E&T program will provide an annual Technical Assistance Visit, End of year call, and review quarterly reports to ensure program compliance.
<b>Ongoing communication with contractor:</b>	Monthly SNAP E&T meetings, additional Technical Assistance Visits, WORKS review with invoicing
<b>Total Cost of Agreement:</b>	\$2,099,224
<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

<b>Contract or Partner Name:</b>	<b>MCVET</b>
<b>Service Overview:</b>	MCVET helps homeless veterans, returning citizens and other targeted special at risk adult populations to secure and maintain long term economic self-sufficiency. MCVET’s main program objective will be to provide all of our SNAP recipients with job readiness assessments, “wraparound” case management driven supportive services and individualized employment development plans (IEDP) to secure and retain sustainable “living wage” jobs. Any enrolled SNAP recipient will be able to choose and benefit from MCVET’s activities, including job readiness, basic education, job retention and self-employment training. These services will be tailored for each individual which build upon each participant’s core competencies, past experiences/skills, and employment interests through activities that we provide directly and through our extensive network of service provider partnerships, and with the use of first rate technology for a combination of educational platforms.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Job Search Training (JST), Career Technical Educational Program (EPC), Work Readiness Training (EPRT), Job Retention Services (JR), Supervised Job Search (SJS), Self Employment Training (OSE), Workfare (WK), Basic Skills Instruction (EPB), Work Activity (WA), On the Job Training (WBLOJT)
<b>Credentials Offered:</b>	MS Office, CPR, First Aid, Comp TIA, CAN/GNA, ServSafe
<b>Participant Reimbursements Offered:</b>	Education and Supplies, Legal Services, Medical Services, Transportation, Work Clothing and Tools, Vocational Training
<b>Location:</b>	301 N. High Street, Baltimore MD 21202
<b>Target Population:</b>	Unemployed and Underemployed SNAP Recipients
<b>Monitoring of contractor:</b>	SNAP E&T program will provide an annual Technical Assistance Visit, End of year call, and review quarterly reports to ensure program compliance.
<b>Ongoing communication with contractor:</b>	Monthly SNAP E&T meetings, additional Technical Assistance Visits, WORKS review with invoicing

<b>Contract or Partner Name:</b>	<b>MCVET</b>
<b>Total Cost of Agreement:</b>	\$1,352,172
<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

<b>Contract or Partner Name:</b>	<b>BCR Cyber</b>
<b>Service Overview:</b>	BCR Cyber targets preparation of unemployed and or underemployed SNAP participants for transition into IT/Cyber careers. BCR Cyber plans to identify and monitor IT/Cyber industry trends and employee requirements, maintain industry directed curriculum to convey required skills, knowledge and certifications, identify SNAP participants with the potential to work in the IT/Cyber industry, train, test and certify individuals with the highest potential for success, place individuals completing the training in both industry and government positions, and track individuals for up to 90 days after initial employment. BCR Cyber’s workforce development program targets the introduction to IT basics including operating systems and networks and includes training and testing to support award of COMP TIA A+, Network+, and Security+ commercial certifications. In addition to technical training IT/Cyber professionals are expected to exhibit an industry established standard of business and social skills. Baltimore Cyber provides formal reviews of employer expectations including time management / timeliness, workplace behavior, appearance, and financial planning.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Supervised Job Search (GIS/IJS), Job Search Training (JST), Career Technical Educational Program (EPC), Work Readiness Training (EPRT), Job Retention Services (JR)
<b>Credentials Offered:</b>	Comp TIA A+, Comp TIA Network+, Comp TIA Security+

<b>Contract or Partner Name:</b>	<b>BCR Cyber</b>
<b>Participant Reimbursements Offered:</b>	Certification testing fees
<b>Location:</b>	3700 Koppers Street, Suite 500, Baltimore MD 21227
<b>Target Population:</b>	Unemployed and Underemployed SNAP Recipients
<b>Monitoring of contractor:</b>	SNAP E&T program will provide an annual Technical Assistance Visit, End of year call, and review quarterly reports to ensure program compliance.
<b>Ongoing communication with contractor:</b>	Monthly SNAP E&T meetings, additional Technical Assistance Visits, WORKS review with invoicing.
<b>Total Cost of Agreement:</b>	\$1,500,000
<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

<b>Contract or Partner Name:</b>	<b>The Light House</b>
<b>Service Overview:</b>	The Light House provides emergency shelter, transitional housing, homelessness prevention, and related support services to people who are homeless and at risk of homelessness in central Maryland. The Light House strives to accelerate the pace of independence of SNAP recipients by providing an array of employment, barrier remediation, and wraparound services that pave the path to self-sufficiency. Over the past decade, The Light House has created a pipeline of employment programs to promote self-sufficiency and independence for people impacted by homelessness and poverty. The SNAP E&T program at The Light House utilizes our innovative workforce development pipeline (providing work readiness training, a hands-on vocational module in culinary arts, and ServSafe certification), integrated support services and now, virtual class options (due to the pandemic), providing multiple entry points to accommodate the needs of all our clients. The Light House also offers an alternative option for trainees: a Social Enterprise on-the-



<b>Contract or Partner Name:</b>	<b>The Light House</b>
	job training opportunity making granola. This additional/alternative option for culinary trainees offers a practical component for students needing or wanting further instruction who have not obtained the skills necessary to re-enter a busy workforce.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Supervised Job Search (GIS/IJS), Job Search Training (JST), Career Technical Educational Program (EPC), Work Readiness Training (EPRT), On the Job Training (OJT) Job Retention Services (JR), Work Experience (WEX)
<b>Credentials Offered:</b>	TIPS, ServSafe, Culinary Training Certificate
<b>Participant Reimbursements Offered:</b>	Transportation, work clothes, work tools including safety equipment
<b>Location:</b>	10 Hudson Street, Annapolis MD 21401
<b>Target Population:</b>	Unemployed and Underemployed SNAP Recipients
<b>Monitoring of contractor:</b>	SNAP E&T program will provide an annual Technical Assistance Visit, End of year call, and review quarterly reports to ensure program compliance.
<b>Ongoing communication with contractor:</b>	Monthly SNAP E&T meetings, additional Technical Assistance Visits, WORKS review with invoicing.
<b>Total Cost of Agreement:</b>	\$1,500,000
<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>	<b>Baltimore City Community College</b>			
	<b>Position</b>	<b>Total Salary</b>	<b>FTE</b>	<b>SNAP E&amp;T Cost</b>
	Career Services/Job Readiness (Soft Skills) Class – Cost for Instructors	\$33,800	50%	\$16,900
	1 FT Case Manager/Career Services – Annual Salary and Benefits	\$70,720	50%	\$35,360
	1 FT Intake Specialist – Annual Salary and Benefits	\$52,000	50%	\$26,000
	Director of Workforce Development	\$104,000	50%	\$52,000
	Warehouse Logistics Training - Cost for Instructors	\$17,200	50%	\$8,600
	Construction Training – Cost for Instructors	\$19,000	50%	\$9,500
	Customer Service Training – Cost for Instructors	\$12,690	50%	\$6,345
	CNA/GNA Training – Cost for Instructors	\$148,512	50%	\$74,256
	MSMT Training – Cost for Instructors	\$98,800	50%	\$49,400
	Cyber A+ Training – Cost for Instructors	\$24,960	50%	\$12,480
	Pharmacy Tech Training – Cost for Instructors	\$45,500	50%	\$22,750
	CDL Training - Cost for Instructors	\$56,980	50%	\$28,490
	Community Health Worker - Cost for Instructors	\$30,800	50%	\$15,400
	Venipuncture - Cost for Instructors	\$48,048	50%	\$24,024
Certified Medicine Aide - Cost for Instructors	\$32,448	50%	\$16,224	
Childcare 45 hrs. - Cost for Instructors	\$10,811	50%	\$5,405	

	Childcare 90 hrs. - Cost for Instructors	\$9,266	50%	\$4,633
	English Language - Cost of Instructors	\$10,296	50%	\$5,148
<b>BCR Cyber</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Journeyman Trainer	\$32,000	50%	\$16,000
	SNAP Administrative Manager	\$60,000	50%	\$30,000
	Senior Management Staff	\$156,250	50%	\$78,125
	Program Administrative Staff	\$93,750	50%	\$46,875
<b>Bugg and Hardnett</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Project Manager	\$83,300	90%	\$74,970
	Job Developer	\$70,000	75%	\$52,500
	Case Manager	\$45,000	90%	\$40,500
	Admin Assistant	\$45,000	90%	\$40,500
	Recruiter	\$45,000	100%	\$45,000
<b>Center for Urban Families</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	COO	\$181,579	1%	\$1,816
	Director of Programs	\$135,087	10%	\$13,509
	SNAP Coordinator/Mobility Coach	\$72,800	50%	\$36,400
	Senior Manager of Workforce and Education	\$90,270	15%	\$13,540
	STRIVE Trainer	\$94,783	15%	\$14,218
	STRIVE Trainer	\$58,410	25%	\$14,602
	Mobility Coach Supervisor	\$63,561	25%	\$15,890
	All In Mobility Coach	\$83,633	5%	\$4,182
	All In Mobility Coach	\$73,875	5%	\$3,694
	All In Mobility Coach	\$65,292	5%	\$3,265
	All In Mobility Coach	\$64,166	5%	\$3,208
	All In Mobility Coach	\$61,597	5%	\$3,080
	All In Mobility Coach	\$63,720	20%	\$12,744
	All In Mobility Coach	\$58,409	20%	\$11,682

All In Mobility Coach	\$59,100	20%	\$11,820
All In Mobility Coach	\$58,409	20%	\$11,682
All In Mobility Coach	\$61,596	20%	\$12,319
All In Mobility Coach	\$61,596	20%	\$12,319
Education Specialist	\$62,050	5%	\$3,102
Behavioral Services Coordinator	\$61,915	10%	\$6,191
Support Manager	\$79,650	9%	\$7,515
Program Administrator	\$66,906	25%	\$16,727
Outreach Coordinator	\$59,472	25%	\$14,868
Intake & Retention Specialist	\$50,180	25%	\$12,545
Intake & Retention Specialist	\$57,302	25%	\$14,326
Employment Specialist	\$63,285	25%	\$15,821
<b>Civic Works</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Senior Program Director	\$99,000	80%	\$79,200
Associate Director of CSC Training	\$70,000	80%	\$56,000
Associate Director of YouthBuild	\$80,000	80%	\$64,000
Business Services Manager	\$65,000	80%	\$52,000
Career Navigator	\$48,000	80%	\$38,400
Career Navigator	\$48,000	80%	\$38,400
Career Navigator	\$48,000	80%	\$38,400
Student Services Manager	\$63,000	80%	\$50,400
Senior Case Manager	\$65,000	80%	\$52,000
Case Manager 1	\$55,000	80%	\$44,000
Case Manager 2	\$50,000	80%	\$40,000
Case Manager 3	\$54,000	80%	\$43,200
Administrative Specialist	\$42,000	80%	\$33,600
Recruitment and Intake Manager	\$62,000	80%	\$49,600
Intake Supervisor	\$57,000	80%	\$45,600
Outreach Specialist	\$45,000	80%	\$36,000
Retention Specialist	\$45,000	80%	\$36,000
Energy Employer Partnerships Director	\$90,000	80%	\$72,000

	Clean Energy Employer Partnerships Coordinator	\$63,000	80%	\$50,400
	Strategic Initiatives Project Manager	\$65,000	80%	\$52,000
	Grants Administration and Compliance Manager	\$75,000	80%	\$60,000
	Curriculum Coordinator	\$49,000	80%	\$39,200
	Construction Training Manager	\$70,000	80%	\$56,000
	Construction Training Supervisor	\$55,000	80%	\$44,000
	Construction Safety Instructor	\$65,000	80%	\$52,000
	Assistant Instructor	\$52,000	80%	\$41,600
	Operations Manager	\$60,000	80%	\$48,000
	Data Coordinator	\$48,000	80%	\$38,400
	OJT Trainer	51,000	80%	\$40,800
	Academic Instructor	\$50,000	80%	\$40,000
	Data Systems and Technology Manager	\$61,000	80%	\$48,800
<b>Community College of Baltimore County</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Assistant Director	\$7,212	50%	\$3,606
	SNAP 2 Success Coordinator	\$52,525	50%	\$26,263
	Coordinator of Employment Development	\$7,100	50%	\$3,550
	Data Analyst	\$3,198	50%	\$1,599
<b>Community Engagement &amp; Consultation Group, Inc.</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Program Director	\$62,899	20%	\$12,580
	CHW- Business & Community Resource Specialist	\$49,421	19%	\$9,390
	Trilingual in Spanish, French, & Turkish. Communication and Marketing Strategist	\$42,682	16%	\$6,829
	TBD--CHW Multicultural Associate (languages—Dari, Pashto, Farsi)	\$38,189	25%	\$7,638

	CHW Bilingual Spanish.	\$38,189	25%	\$7,638
<b>Goodwill Industries of the Chesapeake, Inc</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Intake Specialist	\$54,739	30%	\$16,421
	Career Navigator	\$53,954	30%	\$16,186
	Career Navigator	\$59,065	30%	\$17,720
	Employment Specialist	\$50,833	30%	15,250
	Employment Specialist	\$49,400	30%	\$14,820
	Office Manager	\$46,000	30%	\$13,800
	Life Coach	\$44,180	30%	\$13,254
	Teacher	\$60,000	30%	\$18,000
<b>Grow Home</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Program Director	\$75,000	60%	\$45,000
	Vocational Trainer	\$60,000	80%	\$48,000
	Vocational Trainer	\$50,000	50%	\$25,000
	Vocational Trainer	\$51,500	50%	\$25,750
	Classroom Instructor	\$55,000	50%	\$27,500
	Case Manager	\$57,500	80%	\$46,000
	Case Manager	\$53,000	50%	\$26,500
	Case Manager	\$60,000	50%	\$30,000
	WorkForce Readiness Job Placement	\$50,000	50%	\$25,000
	Bookkeeper	\$50,000	50%	\$25,000
	Job Retention	\$47,500	50%	\$23,750
<b>Horizon Goodwill Industries</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Program Director	\$60,000	20%	\$12,000
	Deputy Program Director	\$60,000	20%	\$12,000
	Case Manager	\$50,000	50%	\$25,000
	Warehouse Supervisor	\$50,000	50%	\$25,000
<b>Humanim</b>				

Position	Total Salary	FTE	SNAP E&T Cost
Vice President of Economic and Workforce Development	\$136,500	5%	\$6,825
Director of Grant	\$90,000	5%	\$4,500
Program Operations Manager	\$70,631	50%	\$35,315
Training Facilitator	\$58,750	50%	\$29,375
Family Support Coach	\$45,646	50%	\$22,823
Job Developer	\$59,776	36%	\$21,519
<b>I'm Still Standing Community Development Corporation</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Executive Director/CEO	\$40,000	50%	\$20,000
Administration Manager	\$75,000	50%	\$37,500
Program Analyst	\$55,200	50%	\$27,600
Comptroller	\$5,400	50%	\$2,700
Director of Recruitment and Enrollment	\$36,400	50%	\$18,200
Case Manager / Student Services Admin	\$36,000	50%	\$18,000
Cyber Assistant Instructor	\$19,200	50%	\$9,600
Security Guard	\$4,992	50%	\$2,496
<b>International Rescue Committee</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Employment Specialist - SNAP E&T	\$25,208	50%	\$12,604
Employment Specialist - SNAP E&T	\$25,208	50%	\$12,604
Employment Services Supervisor	\$9,061	50%	\$4,531
Interpreter Services Manager	\$10,341	50%	\$5,171
Finance Coordinator	\$3,166	50%	\$1,583
Operations Manager	\$4,463	50%	\$2,231
Executive Director	\$7,593	50%	\$3,797
HR Manager	\$6,174	50%	\$3,087
Deputy Director	\$6,229	50%	\$3,115
Development Manager	\$4,451	50%	\$2,225



	Finance Manager	\$4,608	50%	\$2,304
	<b>It Works</b>			
	Position	Total Salary	FTE	SNAP E&T Cost
	President	\$93,600	50%	\$46,800
	Director of Operations	\$80,000	50%	\$40,000
	Accounting Manager	\$61,800	50%	\$30,900
	Grant Manager	\$24,720	50%	\$12,360
	Program Manager	\$51,500	50%	\$25,750
	Applications & Licensing Manager	\$47,132	50%	\$23,566
	Program Coordinator	\$40,705	50%	\$20,353
	Program Coordinator	\$36,422	50%	\$18,211
	Program Coordinator	\$36,422	50%	\$18,211
	Career Services Coordinator	\$40,705	50%	\$20,353
	Instructor (7x)	\$239,400	50%	\$119,700
	<b>Jane Addams Rescue Corporation Baltimore</b>			
	Position	Total Salary	FTE	SNAP E&T Cost
	VP Strategic Initiatives	\$124,858	15%	\$18,729
	Benefits Specialist	\$51,518	25%	\$12,880
	Director – Training Services	\$93,803	25%	\$23,450
	Program Coordinator	\$47,870	25%	\$11,968
	Site Director	\$95,956	25%	\$23,990
	Job Developer	\$51,290	25%	\$12,822
	Employment Coach	\$49,238	25%	\$12,310
	Sr. Metalworking Skills Instructor	\$81,790	25%	\$20,448
	Director-Manufacturing Operations	\$91,905	25%	\$22,976
	HR/Ops Coordinator - Part-time	\$23,911	25%	\$2,277
	CNC Instructor - JARC Baltimore	\$61,547	25%	\$15,386
	Supportive Service Manager	\$61,124	25%	\$15,282
	Finance Coordinator	\$53,362	25%	\$14,090
	Finance Manager	\$68,888	25%	\$17,222
	Client Intake Specialist	\$44,091	25%	\$11,022

	Sr. Program Coordinator	\$53,206	25%	\$13,302
	Welding Instructor	\$61,547	25%	\$15,386
	Financial Coach	\$52,429	25%	\$13,108
	<b>Lifestyles</b>			
	Position	Total Salary	FTE	SNAP E&T Cost
	Chief Program Officer	\$78,750	5%	\$3,938
	Southern MD WORKS Coordinator	\$52,500	70%	\$36,750
	Program Assistant	\$42,000	100%	\$42,000
	Case Manager	\$47,250	100%	\$47,250
	<b>Light House</b>			
	Position	Total Salary	FTE	SNAP E&T Cost
	Associate Director of Communications	\$ 54,521	15%	\$ 8,178
	Associate Director of Development	\$ 55,038	10%	\$ 5,504
	Associate Director of WFD	\$ 57,344	90%	\$ 51,610
	Bistro Asst Manager	\$ 31,251	75%	\$ 23,438
	Client Advocate	\$ 44,111	60%	\$ 26,467
	Client Advocate	\$ 39,700	60%	\$ 23,820
	Client Advocate -family	\$ 44,925	20%	\$ 8,985
	Intake Coordinator	\$ 35,783	10%	\$ 3,578
	Deputy Director	\$ 88,222	10%	\$ 8,822
	Director of Community Engagement	\$ 61,756	10%	\$ 6,176
	Director of Community Support & Diversion	\$ 79,400	10%	\$ 7,940
	Director of Development	\$ 127,922	20%	\$ 25,584
	Director of Facilities	\$ 58,491	10%	\$ 5,849
	Director of Finance	\$ 82,929	10%	\$ 8,293
	Director of Residential Programs	\$57,344	60%	\$ 34,406
	Director of WFD & Social Enterprises	\$ 104,102	90%	\$ 93,692
	Employment Case Manager	\$ 45,876	90%	\$ 41,228

Employment Case Manager - Bistro	\$ 45,876	90%	\$ 41,228
Bistro Exec Sous Chef	\$ 70,116	80%	\$ 52,587
Executive Chef/Trainer - LHS	\$ 52,933	80%	\$ 42,346
Executive Director	\$ 129,687	10%	\$ 12,969
Bistro Floor Lead	\$ 13,021	50%	\$ 6,511
In -Take Specialist	\$ 41,288	50%	\$ 37,159
IT Support	\$ 25,001	10%	\$ 2,500
Kitchen Manager	\$ 38,165	25%	\$ 9,541
Landlord Engagement Coordinator	\$ 52,933	10%	\$ 5,293
Bistro Lead Bartender	\$ 26,043	75%	\$ 19,532
Bistro Lead Cook	\$ 31,251	50%	\$ 15,626
Maintenance Assistant	\$ 36,700	10%	\$ 3,670
Maintenance Technician	\$ 34,377	10%	\$ 3,437
Bistro Manager	\$ 35,912	25%	\$ 8,978
Pantry Coordinator	\$ 35,912	25%	\$ 8,978
Safe Harbour Resource Center Coordinator	\$ 41,464	15%	\$ 6,220
Shelter Manager	\$ 42,347	10%	\$ 4,235
SHRC Community Client Service Assistant	\$ 7,422	10%	\$ 742
SHRC Service Assistant	\$ 40,371	10%	\$ 4,037
Bistro Sous Chef	\$ 50,083	80%	\$ 40,066
Staff Accountant	\$ 44,041	25%	\$ 11,010
Volunteer Programs Coordinator	\$ 41,464	10%	\$ 4,146
<b>Living Classrooms</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Managing Director of Workforce Development	\$110,000	20%	\$22,000
Program Director	\$85,000	60%	\$51,000
Senior Case Manager	\$55,000	80%	\$44,000
Case Manager	\$45,000	100%	\$45,000
Transition Coordinator	\$42,000	80%	\$33,600
Case Manager	\$42,000	100%	\$42,000
Operations Manager	\$55,000	40%	\$22,000

Grants and Contract Manager	\$70,000	10%	\$7,000
Administrative Assistant	\$45,000	92%	\$41,400
<b>Maryland Food Bank- Food Works Program</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Chief Programs Officer	\$185,245	2.5%	\$4,631
Vice President, Community Impact	\$122,383	6.25%	\$44,000
Director of Culinary Arts	\$103,428	25%	\$25,856
Chef Trainer	\$63,130	25%	\$15,783
Chef Trainer	\$72,520	25%	\$18,130
Chef Trainer	\$70,999	25%	\$17,750
Workforce Development Manager	\$76,652	25%	\$19,163
Workforce Development Specialist	\$64,490	25%	\$16,123
Case Manager	\$76,822	25%	\$19,206
Case Manager Specialist	\$64,918	25%	\$16,230
<b>Maryland Center for Veterans Education and Training (MCVET)</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Executive Director	\$90,000	50%	\$45,000
Program Director	\$99,000	50%	\$49,500
Adult Education Instructor	\$69,000	50%	\$34,500
Program Coordinator	\$57,000	50%	\$28,500
Finance Manager	\$60,000	50%	\$30,000
Case Manager	\$75,000	50%	\$37,500
Employment Services Specialist	\$60,000	50%	\$30,000
Community Outreach Navigator	\$60,000	50%	\$30,000
<b>Maryland New Directions</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Operation Manager	\$49,092	50%	\$24,546
Volunteer Engagement Manager	\$51,750	50%	\$25,875

Job Coach	\$50,000	50%	\$25,000
Data Reporting Specialist	\$62,400	50%	\$31,200
Program Director	\$13,000	50%	\$6,500
Receptionist	\$30,262	50%	\$15,130
Outreach & Operations Specialist	\$24,840	50%	\$12,420
<b>National Center on Institutions and Alternatives Vocational Training</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Executive Director	\$110,000	50%	\$55,000
Program Director	\$75,000	90%	\$67,500
Program Manager	\$65,000	90%	\$58,500
Employment Specialist	\$55,000	90%	\$49,500
Employment Specialist II	\$50,000	90%	\$45,000
Case Manager/Supportive Service Specialist	\$50,000	90%	\$45,000
Director of Revenue Accounting	\$85,000	30%	\$25,500
<b>New Destiny Health</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Trainer/Case Manager	\$1,690	50%	\$845
<b>Npower</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Executive Director	\$151,857	5.76%	\$8,752
Placement Director	\$106,865	5.76%	\$6,155
Program Director	\$98,426	5.76%	\$5,670
Recruitment & Admissions Manager	\$78,975	5.76%	\$4,549
Internship Placement Manager	\$75,712	5.76%	\$4,361
Career Placement Manager	\$78,740	5.76%	\$4,535
Recruitment & Admissions Manager	\$77,226	5.76%	\$4,448
Engagement Manager	\$73,657	5.76%	\$4,246
Social Support Manager	\$70,304	5.76%	\$4,050

	Social Support Manager	\$61,167	5.76%	\$3,869
	Technical Instructor	\$84,365	5.76%	\$4,859
	Technical Instructor	\$79,173	5.76%	\$4,560
	Assistant Technical Instructor	\$58,493	5.76%	\$3,369
	Technical Instructor	\$81,985	5.76%	\$4,722
<b>Pass It On</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Executive Director	\$15,000	100%	\$7,500
	Program Manager	\$15,000	100%	\$7,500
	Case Manager	\$15,000	100%	\$7,500
	Technical Instructor	\$20,000	100%	\$10,000
	Technical Instructor	\$20,000	100%	\$10,000
	Learning Coach	\$10,000	100%	\$5,000
	Learning Coach	\$10,000	100%	\$5,000
	Learning Coach	\$10,000	100%	\$5,000
	Executive Director	\$15,000	100%	\$7,500
<b>Paul's Place</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Program Director	\$56,864	50%	\$28,432
	Chef Trainer	\$46,202	50%	\$23,101
	Assistant Chef Trainer	\$31,048	50%	\$15,524
	Case Manager	\$42,648	50%	\$31,324
	Workforce Development Manager	\$41,227	50%	\$20,613
<b>Per Scholas</b>				
	Position	Total Salary	FTE	SNAP E&T Cost
	Senior Managing Director	\$130,000	5%	\$6,500
	Managing Director	\$110,000	5%	\$5,500
	Manager, Recruitment and Admissions	\$70,349	15%	\$10,552
	Director, Admissions South	\$82,400	15%	\$12,360
	Technical Instructor	\$85,800	32.50 %	\$27,885
	Technical Instructor	\$65,000	32.50 %	\$20,632

	Teaching Fellow	\$38,563	32.50 %	\$12,533
	Teaching Fellow	\$43,680	32.50 %	\$14,196
	Manager Professional Development	\$65,199	12.50 %	\$8,150
	Manager Professional Development	\$63,139	12.50 %	\$7,892
	Director, Talent Solutions	\$92,700	12.50 %	\$11,588
	Talent Solutions	\$65,500	12.50 %	\$8,125
	Manager, Learner Support	\$64,293	12.50 %	\$8,037
	Senior Director, Learner Support	\$77,250	12.50 %	\$9,656
	Manager, Financial Coach	\$60,000	20.00 %	\$12,000
	Senior Associate Data Reporting	\$54,899	15.00 %	\$8,235
	<b>Roca</b>			
	Position	Total Salary	FTE	SNAP E&T Cost
	Assistant Director of Programming	\$98,238	50%	\$47,619
	Director of Shared Services	\$137,693	45.64 %	\$62,843
	Senior Safety Manager	\$105,733	50%	\$52,866
	Security/Front Desk	\$62,616	50%	\$31,308
	Resource Manager	\$92,021	50%	\$45,010
	Court and Criminal Justice Manager	\$78,000	20%	\$15,600
	Family Specialist	\$78,000	50%	\$39,000
	Outreach Manager	\$85,835	50%	\$42,918
	Outreach/Youth Worker - 1	\$90,168	50%	\$45,084
	After Shooting Specialist - 2	\$73,589	50%	\$36,794
	Outreach/Youth Worker - 3	\$42,467	50%	\$21,234
	Assistant Director Youth Work	\$111,111	50%	\$55,556
	Youth Worker - 1	\$64,020	50%	\$32,010
	Youth Worker - 2	\$63,128	50%	\$31,564

Youth Worker - 3	\$63,084	50%	\$31,542
Youth Worker - 4	\$62,824	50%	\$31,412
Youth Worker - 5	\$64,125	50%	\$32,062
Youth Worker - 6	\$65,127	50%	\$32,564
Youth Worker - 7	\$65,041	50%	\$32,520
Youth Worker - 8	\$64,896	50%	\$32,448
Youth Worker - 9	\$62,824	50%	\$31,412
Youth Worker - 10	\$64,938	50%	\$32,470
Youth Worker - 11	\$62,400	50%	\$31,200
Senior Youth Worker	\$70,034	50%	\$35,152
Program Manager- Baltimore County	\$84,448	50%	\$42,224
Youth Worker - Baltimore County	\$63,188	50%	\$31,594
Youth Worker - Baltimore County	\$57,200	50%	\$28,600
Youth Worker TR3	\$67,598	50%	\$33,800
Youth Worker TR3	\$66,506	50%	\$33,252
Educator/Coach (80/20 City/County)	\$63,084	50%	\$31,542
Educator/Coach (80/20 City/County)	\$62,408	50%	\$31,204
Educator/Coach (80/20 City/County)	\$50,700	50%	\$31,350
<b>The Maryland Center for Hospitality Training</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Executive Leadership	\$304,029	50%	\$152,015
Classroom Instruction	\$93,730	50%	\$46,865
Career Services	\$40,170	50%	\$20,085
Administrative	\$13,390	50%	\$6,695
<b>Union Kitchen</b>			
Position	Total Salary	FTE	SNAP E&T Cost
Grants Senior Manager	\$70,000.00	50%	\$35,000
Vice President	\$115,000	75%	\$86,250
CEO and Founder	\$180,000	10%	\$18,000



	Recruitment Manager	\$100,000	50%	\$50,000
	Accounting Manager & Bookkeeper	\$75,000	50%	\$37,500
	<b>Vehicles For Change</b>			
	Position	Total Salary	FTE	SNAP E&T Cost
	Program Director Halethorpe	\$70,000	61.2%	\$42,840
	Program Director Salisbury	\$70,000	61.2%	\$42,840
	Program Director Prince Georges	\$70,000	61.2%	\$42,840
	Classroom Instructor Halethorpe	\$68,289	61.2%	\$41,793
	Hands-on Instructor Halethorpe	\$50,750	61.2%	\$31,059
	Hands-on Instructor Halethorpe	\$54,060	61.2%	\$33,085
	Classroom Instructor Salisbury	\$66,950	61.2%	\$40,973
	Classroom Instructor Prince Georges	\$66,950	61.2%	\$40,973
	<b>Work First Foundation</b>			
	Position	Total Salary	FTE	SNAP E&T Cost
	Site Director	\$208,472	5%	\$10,120
	Program Manager	\$81,370	15%	\$12,206
	Corporate Representative	\$65,662	30%	\$19,699
	Corporate Representative	\$61,800	30%	\$18,540
	Sales Representative	\$65,920	20%	\$13,184
	Sales Representative	\$59,200	20%	\$11,840
<b>Fringe Benefits:</b> If charging fringe and benefits to the E&T program, provide the approved fringe rate.	<b>Baltimore City Community College</b> 35% <b>BCR Cyber</b> 17% <b>Bugg and Hardnett</b> 12% <b>Center for Urban Families</b> 27.02% <b>Civic Works</b> 24% <b>Community College of Baltimore County</b> 37% <b>Community Engagement &amp; Consultation Group, Inc.</b> 15% <b>Goodwill Industries of the Chesapeake, Inc.</b> 20% <b>Grow Home</b> 16% <b>Humanim</b> 20%			

	<p><b>International Rescue Committee</b> 29.31%  <b>It Works</b> 7.8%  <b>Jane Addams Rescue Corporation Baltimore</b> 18%  <b>Lifestyles</b> 23%  <b>Light House</b> 23%  <b>Living Classroom</b> 15%  <b>Maryland Food Bank- Food Works Program</b> 30%  <b>Maryland New Directions</b> 20%  <b>MCVET</b> 10%  <b>National Center on Institutions and Alternatives Vocational Training</b> 25%  <b>Npower</b> 20%  <b>Paul's Place</b> 22%  <b>Per Scholas</b> 15.03%  <b>Roca</b> 30.57%  <b>The Maryland Center for Hospitality Training</b> 17%  <b>Union Kitchen</b> 15%  <b>Vehicles For Change</b> 10%  <b>Work First Foundation</b> 30%</p>
<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/partners will provide, such as direct E&amp;T program services, IT services, consulting, etc.</p>	<p><b>BCR Cyber</b> IT services and training, placement services  <b>Civic Works</b> Database subscriptions  <b>Community Engagement &amp; Consultation Group, Inc.</b> Instructors  <b>Grow Home</b> Course instructors, database management and ESOL services  <b>Horizon Goodwill Industries</b> Course instructors  <b>I’m Still Standing Community Development Corporation</b> Course instructors  <b>International Rescue Committee</b> Interpreters  <b>Jane Addams Rescue Corporation Baltimore</b> Management agreement w/JARC Chicago  <b>MCVET</b> Course instructors  <b>National Center on Institutions and Alternatives Vocational Training</b> Course instructors, Job developer, Data specialist, Bookkeeping and accounting  <b>Union Kitchen</b> Virtual Assistants</p>
<p><b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be</p>	<p><b>BCR Cyber</b> Test Out training material  <b>Center for Urban Families</b> Office Supplies, Non-Capital Technology, and Furniture  <b>Civic Works</b> The total cost provides \$402.33 for each of the 126 participants enrolled for supplies, such as the consumable hands-on training supplies that will be used in</p>

<p>purchased with E&amp;T funds.</p>	<p>the training lab. Items include cellulose insulation, caulk, spray foam sealant, glass panes, drywall, lumber, batt insulation, foil tape, pipe wraps, hot water heater insulation wraps, electrical conduit and wiring, microinverters, soil type samples, and a stormwater infiltration mock-up.</p> <p><b>Community Engagement &amp; Consultation Group, Inc.</b> Cleaning supplies for in-person classroom usage (Clorox wipes, paper towels, Lysol), electrical codes.</p> <p><b>International Rescue Committee</b> General office supplies to be used for Printing, and Program Supplies &amp; Materials like paper, notebooks, toner, folders, mailing supplies, writing instruments etc.</p> <p><b>It Works</b> Office and classroom supplies.</p> <p><b>Light House</b> Office Supplies, Printing, Paper, General Supplies</p> <p><b>Living Classroom</b> Office Supplies, cell phones, staff uniforms, case management system, outreach materials</p> <p><b>Maryland Food Bank- Food Works Program</b> Kitchen Supplies Food, Equipment, and packaging</p> <p><b>Maryland New Directions</b> Office Supplies, cell phones, database management system, outreach materials and recruitment</p> <p><b>MCVET</b> Office Supplies for organizing, implementing, and managing program and case management. Virtual training equipment.</p> <p><b>National Center on Institutions and Alternatives Vocational Training</b> Tablets, classroom supplies, office supplies, ink/toner, IT supplies, postage/shipping, cell phones, software subscriptions</p> <p><b>New Destiny Health</b> Paper Clips, Tape, and Hand Sanitizer</p> <p><b>Pass It On</b> Staff professional development, Testing site fees and other miscellaneous expenses needed to enhance our service offerings.</p> <p><b>Paul's Place</b> ingredients and supplies used in training activities</p> <p><b>Per Scholas</b> Recruitment and marketing expenses</p> <p><b>Roca</b> supplies for engagement, educational programming, employment programming, participant uniforms and costs for special workshops and peacemaking circles</p> <p><b>The Maryland Center for Hospitality Training</b> Copying and printing supplies and materials</p> <p><b>Union Kitchen</b> Facilities utilities and maintenance</p>
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	<p><b>Vehicles For Change</b> Internet and cell phone chargers, towing charges  <b>Work First Foundation</b> Telephone and Connectivity, Office Supplies</p>
<p><b>Materials:</b> Describe materials to be purchased with E&amp;T funds.</p>	<p><b>BCR Cyber</b> Communications expenses / Internet Access / Cell Phones  <b>Bugg and Hardnett</b>-Copying materials and ink  <b>Civic Works</b>-The total cost provides \$39.68 for each of the 126 participants enrolled for instructional materials and printing. This includes the purchase of binders, note paper, pens, highlighters, dividers, folders, flip charts, markers, chalk, erasers, flip charts easels for 80 participants. It includes printing of participant learning materials.  <b>Community Engagement &amp; Consultation Group, Inc.</b> Printed Handouts Material for in-person sessions, program flyers for dissemination, cue cards for activities, cartridge and printing Ink. Training computer, wifi (hot spots), Zoom, Mentimeter, Business Microsoft Office software, Adobe  <b>Goodwill Industries of the Chesapeake, Inc.,</b> Printed materials for program recruitment and All staff utilize cell phones for participant engagement.  <b>Humanim</b> PACE Certification -30 students x \$97.50 (drug testing and background checks  <b>I'm Still Standing Community Development Corporation</b> Copying and reproduction of training and administrative materials, staff cell phone and Internet, etc. reimbursement  <b>International Rescue Committee</b> Staff cell phone and Internet, etc., reimbursement  <b>It Works</b> Printing costs &amp; copier supplies  <b>Jane Addams Rescue Corporation Baltimore</b>- Copying, Printing, Cellphone  <b>Lifestyles</b> Copying, Printing, Cell Phone  <b>Light House</b> Copying, Printing, Cell Phone  <b>Living Classroom</b> Copying, Printing, Cell Phone  <b>Maryland Food Bank</b> Student training materials  <b>Maryland New Directions</b> Copying, Printing, Cell Phone  <b>MCVET</b> Requisition and creation of materials across a 12 month span. Includes paper products, toner, and peripheral materials  <b>National Center on Institutions and Alternatives</b>  <b>Vocational</b> Training and printing materials for operations,</p>

	<p>advertising and communication 4 boxes of paper per year @ \$40.99 x 90% estimated allocation for this program = \$147.56                  Folders / Organizers and other office materials estimated @ \$250 per month x 12 months x 90% estimated allocation for this program = \$2700                  Ink / Toner estimated @ 4 pcs x 110 ppc = \$440 x 90% estimated allocation for this program  <b>New Destiny Health</b> Handouts, worksheets, staples, pens, and pencils, cell phones, mailing materials  <b>Pass It On</b> General office supplies, paper products, office clean material, print/copy service, postage and other materials needed to facilitate an effective SNAP E&amp;T program.  <b>Paul's Place</b> printer paper, toner, phone service, internet service  <b>Per Scholas</b> Office supplies  <b>Roca</b> internal and external printing costs including lease for copier equipment  <b>The Maryland Center for Hospitality Training</b> Training platform subscriptions, cell phone  <b>Vehicles For Change</b> Copying and printing materials  <b>Work First Foundation</b> Postage and advertising</p>
<p><b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&amp;T program. This line item should not include E&amp;T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&amp;T grant.</p>	<p><b>Baltimore City Community College-</b> In State Conference and Training  <b>Civic Works-</b>Staff to travel to events, community meetings, workshops, participate at networking events, and SNAP E&amp;T meetings.  <b>Community Engagement &amp; Consultation Group, Inc.</b> Outreach and marketing  <b>Horizon Goodwill Industries</b> Staff travel  <b>Humanim</b> Staff mileage reimbursement  <b>International Rescue Committee</b> Staff travel  <b>Jane Addams Rescue Corporation Baltimore</b> Staff Travel  <b>Lifestyles</b> Staff Travel  <b>MCVET</b> Mileage accrued in conjunction with outreach and supportive services  <b>National Center on Institutions and Alternatives</b>  <b>Vocational Training</b> Travel for recruitment and employment services estimated @ 550 miles per month x 12 months x 0.65 cent per mile x 90% for this program  <b>Paul's Place</b> Staff travel and hotels to Catalyst Kitchen summits  <b>The Maryland Center for Hospitality Training</b> Staff travel to project locations and conferences</p>

	<p><b>Work First Foundation Staff travel</b></p>
<p><b>Building/Space:</b> If charging building space to the E&amp;T program, describe the method used to calculate space value.</p>	<p><b>BCR Cyber</b> 2500 sq ft / \$60k per year  <b>Bugg and Hardnett location</b> 1700 sq ft/ 18,000.00 (3x-Baltimore, Somerset, Wicomico)  <b>Civic Works</b> 43,450sq ft at a rate of \$2.53 per square foot equates to \$110,000 annually. This includes rent, utilities, and maintenance expenses.  <b>Community Engagement &amp; Consultation Group, Inc.</b>\$1500 @.65 X 12 months plus storage of 250 X 12 months  <b>Grow Home</b> Rental 50% of total cost- \$15,000  <b>I'm Still Standing Community Development Corporation</b>  Rent: \$149,000 \$8 per sq ft/50%  <b>International Rescue Committee-</b> 50% of rent cost  <b>It Works-</b> Rent  <b>Jane Addams Rescue Corporation Baltimore</b> Monthly Rent  <b>Lifestyles</b> 50% of rental space  <b>Maryland Food Bank- Food Works Program</b> 6,000 square feet includes utilities, pest control, building repairs, trash, cleaning and maintenance  <b>Maryland New Directions</b> 50% of 7200 sq. ft.  <b>MCVET</b> 50% of rental space  <b>National Center on Institutions and Alternatives</b>  <b>Vocational</b> Rent 9600 sq. ft. estimated @ \$4,700 per month x 12 months x 90% allocated to this program  <b>Pass It On</b> Rental Space at 50%  <b>Paul's Place</b> Rent at 50%  <b>Roca</b> rent for 7,369 square feet of space along with associated costs for, property insurance and utilities  <b>The Maryland Center for Hospitality Training</b> Rent at 50%  <b>Union Kitchen</b> Rent  <b>Vehicles For Change</b> Rent at 50%  <b>Work First Foundation</b> Rental Space at 50%</p>
<p><b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&amp;T grant. (In</p>	<p>N/A</p>

accordance with 2 CFR 200.407, prior written approval from FNS is required.)	
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- 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.

Generally, indirect costs should not exceed 10 percent of total program expenses. In accordance with the State policy, DHS has honored higher indirect cost rates approved by a federal agency prior to the submission of the FFY 2024-2026 SNAP E&T proposal.

Additionally, applicants who run one or more programs must have a consistent methodology for allocating costs. SNAP E&T cannot be charged more (or less) compared with other funding sources.

Further definitions for reasonable and necessary costs can be found in OMB Circular A-87 (relocated at 2 C.F.R.§225.55).

- 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.

Maryland DHS reimburses Third-Party partners who provide receipts of purchases for allowable items and/or services for SNAP E&T program participants. All reimbursements and/or direct purchases that are allowable, reasonably necessary, and directly related to participation in the E&T program. During FY'25 there will be \$2,109,878 available to support participant reimbursements.

State Name (choose from drop down list)		MARYLAND		Section A: Contracts and Partnership Matrix						Fiscal Year	FY2025		
Instructions for completion: Complete all columns that are "gray". Amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State and local funds for each partner. If a State agency is considering 75 percent reimbursement for those contracts/partnerships that will provide E&T services for ITOs the amount of 50/50 funds may be higher. Indicate the number of SNAP E&T participants that each partner is projecting will be served in the FY. The columns that are "blue" are fields that will automatically calculate and prepopulate sections of the planned expenses for the operating budget. If the Partner or Contractor is acting as an Intermediary for the State SNAP Agency and holds contracts for the delivery of SNAP E&T Services Section A-1 should be completed that list the subcontracts held by each Intermediary. Examples are provided for demonstration purposes - State agencies should remove those examples.													
Total Contracts/Partnerships													
		\$	2,206,891	\$	20,895,480	\$	23,094,371	\$	2,109,878	\$	25,204,249	\$	3,764
Partner or Contractor Name	Is an Intermediary with Subcontractors (Yes/No) If Yes, complete Tab A-1 (Drop down list)	Service Type (IT, Consultants, E&T Services) (Drop down list)	Amount of 100 percent Federal Funds (this would incl ABAWD Pledge Funds)	Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal share)	Total Admin Costs	Total Participant Reimbursement Costs (inclusive of federal and non-federal share)	Total Budget	Percent of Overall Budget	Proposed Number of Participants	ITO E&T - 75 percent Yes or No			
Baltimore City Community College	No	E&T Services	\$	1,057,964	\$	1,057,964	\$	142,036	\$	1,200,000	4.76%	200	No
BCR Cyber	No	E&T Services	\$	1,450,784	\$	1,450,784	\$	49,216	\$	1,500,000	5.95%	168	No
Bugg and Hardnett	No	E&T Services	\$	447,114	\$	447,114	\$	329,626	\$	776,740	3.08%	180	No
Center for Urban Families	No	E&T Services	\$	930,862	\$	930,862	\$	18,920	\$	949,782	3.77%	165	No
Civic Works	No	E&T Services	\$	2,439,772	\$	2,439,772	\$	26,000	\$	2,465,772	9.78%	126	No
Community College of Baltimore County	No	E&T Services	\$	134,416	\$	134,416	\$	293,408	\$	427,824	1.70%	120	No
Community Engagement & Consultation	No	E&T Services	\$	133,842	\$	133,842	\$	22,054	\$	155,896	0.62%	75	No
Goodwill Industries of the Chesapeake, Inc	No	E&T Services	\$	185,000	\$	185,000	\$	15,000	\$	200,000	0.79%	72	No
Grow Home	No	E&T Services	\$	911,700	\$	911,700	\$	3,300	\$	915,000	3.63%	150	No
Horizon Goodwill Industries	No	E&T Services	\$	292,050	\$	292,050	\$	268,800	\$	560,850	2.22%	60	No
Im Still Standing Community Development	No	E&T Services	\$	642,595	\$	642,595	\$	47,900	\$	690,495	2.74%	80	No
International Rescue Committee	No	E&T Services	\$	210,531	\$	210,531	\$	1,200	\$	211,731	0.84%	50	No
It Works	No	E&T Services	\$	1,244,500	\$	1,244,500	\$	55,500	\$	1,300,000	5.15%	275	No
Jane Addams Rescue Corporation Baltimore	No	E&T Services	\$	444,176	\$	444,176	\$	13,700	\$	457,876	1.82%	120	No
Lifestyles	No	E&T Services	\$	192,350	\$	192,350	\$	7,750	\$	200,100	0.79%	80	No
Light House	No	E&T Services	\$	1,495,000	\$	1,495,000	\$	5,000	\$	1,500,000	5.95%	250	No
Living Classrooms	No	E&T Services	\$	408,496	\$	408,496	\$	41,504	\$	450,000	1.78%	150	No
Maryland Food Bank- Food Works Program	No	E&T Services	\$	243,272	\$	243,272	\$	22,994	\$	266,266	1.06%	68	No
Maryland New Directions	No	E&T Services	\$	587,060	\$	587,060	\$	7,000	\$	594,060	2.36%	85	No
MCVET	No	E&T Services	\$	1,124,852	\$	1,124,852	\$	227,320	\$	1,352,172	5.36%	60	No
National Center on Institutions and Alternatives Vocational Training	No	E&T Services	\$	1,041,830	\$	1,041,830	\$	158,170	\$	1,200,000	4.76%	160	No
New Destiny Health	No	E&T Services	\$	2,300	\$	2,300	\$	18,250	\$	20,550	0.08%	10	No
Npower	No	E&T Services	\$	90,000	\$	90,000	\$	10,000	\$	100,000	0.40%	200	No
Pass It On	No	E&T Services	\$	167,420	\$	167,420	\$	84,580	\$	252,000	1.00%	45	No
Paul's Place	No	E&T Services	\$	356,958	\$	356,958	\$	46,972	\$	403,930	1.60%	40	No
Per Scholas	No	E&T Services	\$	534,900	\$	526,900	\$	8,000	\$	534,900	2.12%	35	No
Roca, Inc.	No	E&T Services	\$	2,048,494	\$	2,048,494	\$	50,730	\$	2,099,224	8.32%	140	No
The Maryland Center for Hospitality Training	No	E&T Services	\$	667,880	\$	667,880	\$	58,828	\$	726,708	2.88%	100	No
Union Kitchen	No	E&T Services	\$	441,512	\$	441,512	\$	5,000	\$	446,512	1.77%	100	No
Vehicles For Change	No	E&T Services	\$	606,350	\$	606,350	\$	57,120	\$	663,470	2.63%	100	No
Work First Foundation	No	E&T Services	\$	361,500	\$	361,500	\$	14,000	\$	375,500	1.49%	100	No
PA2E-Carroll Community College	No	E&T Services	\$	90,000	\$	90,000	\$	-	\$	90,000	0.36%	200	No
Allegany County LDSS	No	E&T Services	\$	53,000	\$	53,000	\$	-	\$	53,000	0.21%	No	No
Anne Arundel County LDSS	No	E&T Services	\$	66,700	\$	66,700	\$	-	\$	66,700	0.26%	No	No
Baltimore City LDSS	No	E&T Services	\$	218,372	\$	218,372	\$	-	\$	218,372	0.87%	No	No
Baltimore County LDSS	No	E&T Services	\$	207,000	\$	207,000	\$	-	\$	207,000	0.82%	No	No
Calvert County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
Caroline County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
Carroll County LDSS	No	E&T Services	\$	47,930	\$	47,930	\$	-	\$	47,930	0.19%	No	No
Cecil County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
Charles County LDSS	No	E&T Services	\$	64,000	\$	64,000	\$	-	\$	64,000	0.25%	No	No
Dorchester County LDSS	No	E&T Services	\$	50,000	\$	50,000	\$	-	\$	50,000	0.20%	No	No
Frederick County LDSS	No	E&T Services	\$	51,000	\$	51,000	\$	-	\$	51,000	0.20%	No	No
Garrett County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
Harford County LDSS	No	E&T Services	\$	53,000	\$	53,000	\$	-	\$	53,000	0.21%	No	No
Howard County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
Kent County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
Montgomery County LDSS	No	E&T Services	\$	180,000	\$	180,000	\$	-	\$	180,000	0.71%	No	No
Prince George's County LDSS	No	E&T Services	\$	400,000	\$	400,000	\$	-	\$	400,000	1.59%	No	No
Queen Anne's County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
St.Mary County LDSS	No	E&T Services	\$	63,889	\$	63,889	\$	-	\$	63,889	0.25%	No	No
Somerset County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
Talbot County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
Washington County LDSS	No	E&T Services	\$	92,000	\$	92,000	\$	-	\$	92,000	0.36%	No	No
Wicomico County LDSS	No	E&T Services	\$	120,000	\$	120,000	\$	-	\$	120,000	0.48%	No	No
Worcester County LDSS	No	E&T Services	\$	45,000	\$	45,000	\$	-	\$	45,000	0.18%	No	No
			\$	-	\$	-	\$	-	\$	-	0.00%		
			\$	-	\$	-	\$	-	\$	-	0.00%		
			\$	-	\$	-	\$	-	\$	-	0.00%		





State Name (choose from drop down list)	MARYLAND	Fiscal Year	FY2025
Section B - Operating Budget			
<p><i>Instructions for completion: Complete all cells, as applicable that are shown in gray. The cells that are blue are either being prepopulated from contracts or partnerships table or will automatically calculate and populate some of the cells that are included in the Funding Sources table. the Non-Federal Share will include any State/local funds or funds being provided through third-party partnerships. Federal share will include the 100 percent Federal E&amp;T funds and the federal share of the 50/50 funds.</i></p>			
Expense Category	Non-Federal Share	Federal Share	Total
<b>I. Direct Program and Admin Costs</b>			
Salary/Wages (State agency only)			\$ -
Fringe Benefits - provide approved fringe benefit			
	\$ -	\$ -	\$ -
<b>Fringe Benefits -</b>			\$ -
Non-capital equipment			\$ -
Materials			\$ -
Travel	\$ -	\$ 4,000.00	\$ 4,000.00
Building Space	\$ -		\$ -
Equipment and other capital expenditures		\$ 5,849.00	\$ 5,849.00
<i>Subtotal - State agency costs only</i>	\$ -	\$ 9,849.00	\$ 9,849.00
Contractual Costs: <i>Is prepopulating from Contract-</i>	\$ 10,447,740.00	\$ 12,654,631.00	\$ 23,102,371.00
County Administered Program Admin Cost, if	\$ -	\$ -	\$ -
<b>County Administered Direct Program Admin Cost</b> , if applicable. <i>Enter County costs here if Tab D - Optional County Admin Budget table is not used.</i>			\$ -
<b>Total Direct Program and Admin Costs</b>	\$ 10,447,740.00	\$ 12,664,480.00	\$ 23,112,220.00
<b>II. Indirect Costs - using indirect cost rate:</b>			
Indirect Costs - provide approved indirect cost rate			
	\$ -	\$ -	\$ -
<b>Federally Approved Cost Allocated Costs -</b>			\$ -
<b>County Administered Allocated Costs (only)</b>			\$ -
<b>Total Allocated Costs based on Cost Allocation</b>	\$ -	\$ -	\$ -
<b>III. In-kind contribution</b>			
State in-kind contribution	\$ -	\$ -	\$ -
<b>Total Administrative Costs</b>	\$ 10,447,740.00	\$ 12,664,480.00	\$ 23,112,220.00
<b>IV. Participant Reimbursements</b>			
Dependent Care (including costs from	\$ 1,507.00	\$ 1,507.00	\$ 3,014.00
Transportation & Other costs (including costs from	\$ 1,053,432.00	\$ 1,053,432.00	\$ 2,106,864.00
State Agency Cost for Dependent Care	\$ -		\$ -
<b>Total Participant Reimbursements</b>	\$ 1,054,939.00	\$ 1,054,939.00	\$ 2,109,878.00
<b>V. Total Costs</b>	\$ 11,502,679.00	\$ 13,719,419.00	\$ 25,222,098.00

Section C - SNAP Employment and Training Funding Sources

Instructions for completion: All blue cells will automatically calculate or will be populated from other worksheets, such as the planned expenses table or annual allocations. State agencies that receive additional 100 percent Federal funds will include the amount approved in the "allocation or target" column. The planned expenses shown for the 100 Percent Federal Grant will be inclusive of the formula allocation as well as any additional federal funds approved. All "Planned Expenses" are being populated from planned expenses table.

Source type	Funding Sources	Allocation or Target	Distribution of	Over/Under	Percent of Allocation
Federal	100 Percent Federal Grant	\$ 2,216,740.00	\$ 2,216,740.00	\$ -	100%
Federal	100 Percent Federal - Additional Funds		\$ -	\$ -	
Federal	ABAWD Pledge Grant, if applicable	\$ -	\$ -	\$ -	
Federal	Total - All 100 Percent Funds	\$ 2,216,740.00	\$ 2,216,740.00	\$ -	
Federal	50 Percent Administrative		\$ 10,447,740.00		
Non-Federal	50 Percent Administrative		\$ 10,447,740.00		
Federal	50 Percent Participant Reimbursements		\$ 1,054,939.00		
Non-Federal	50 Percent Participant Reimbursements		\$ 1,054,939.00		
Federal	Total 50 Percent Federal Target	\$ 11,041,639.00	\$ 11,502,679.00	\$ 461,040.00	
NonFederal					
	Total	\$ 13,258,379.00	\$ 25,222,098.00		

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant		\$ 2,216,740.00	\$ 2,216,740.00
ABAWD Pledge Grant, if applicable		\$ -	\$ -
50 Percent Administrative	\$ 10,447,740.00	\$ 10,447,740.00	\$ 20,895,480.00
50 Percent Dependent Care	\$ 1,507.00	\$ 1,507.00	
50 Percent Transportation/Other	\$ 1,053,432.00	\$ 1,053,432.00	
50 Percent Total Participant Reimbursements	\$ 1,054,939.00	\$ 1,054,939.00	\$ 2,109,878.00
Total 50 Percent Funds	\$ 11,502,679.00	\$ 11,502,679.00	\$ 23,005,358.00
Total	\$ 11,502,679.00	\$ 13,719,419.00	\$ 25,222,098.00

State Name (choose from drop down)		MARYLAND		Fiscal Year	FY2025
Estimated Participant Levels					
<i>Instructions for completion: Complete the table below projecting participation in E&amp;T for the upcoming Federal FY. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal FY.</i>					
	Instructions	Examples	State Exemptions	Number/percentage	
<b>Work registrants</b>					
Anticipated number of work registrants	This is an unduplicated count. Take into	100,000			80,000
List State exemptions from E&T and the	A State operating a voluntary program would	1. All work Pregnancy - Geographic Area -			80,000
Total estimated number of work	Sum of exemptions	100,000			80,000
Percent of all work registrants exempt			100%		100%
<b>ABAWDs</b>					
Anticipated number of ABAWDs		6,500			38,000
Anticipated number of ABAWDs in		0			19,000
Anticipated number of ABAWDs to be		250			19,000
Number of potential at-risk ABAWDs		6,250			-
<b>E&amp;T participants</b>					
Anticipated number of mandatory E&T		0			-
Anticipated number of voluntary E&T		2,000			4,000
Total anticipated number of E&T		2,000			4,000
Anticipated number of ABAWDs	This number should be a subset of the total	500			3,000
<b>Participant reimbursements</b>					
Number of individuals expected to	Insert number from table E.1. Item I.	2,000			3,984
Percentage of participants expected to			100%		100%

