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A. Cover Page and Authorized Signatures

State: Massachusetts

State Agency Name: Department of Transitional Assistance

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): September 25, 2024

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

Name	Title	Phone	Email
Erin Quinn	Acting Assistant Commissioner for Policy and Programs	(857) 274-9151	erin.quinn@mass.gov
Miriam Kaufmann	SNAP Employment and Training Manager	(857) 483-0255	miriam.kaufmann@mass.gov
Frances Ransom-Canning	Assistant Director for SNAP Compliance	(617) 780-9313	frances.ransom-Canning@mass.gov

Certified By:

State Agency Director (or Commissioner)

Date

Certified By:

State Agency Fiscal Reviewer

Date



B. Amendment Log

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

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

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

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

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
DEI	Diversity, Equity and Inclusion
DTA	Department of Transitional Assistance
EEC	Department of Early Education and Care
E&T	Employment and Training
EOHHS	Executive Office of Health and Human Services
EOLWD	Executive Office of Labor and Workforce Development
FFY	Federal Fiscal Year
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
GSWR	General SNAP work requirements
ITO	Indian Tribal Organization
MDCS	MassHire Department of Career Services
MHCC	MassHire Career Center
MOU	Memoranda of Understanding
MSWB	MassHire State Workforce Board
PATH	Partner Activity Tracking Hub
PSI	Permission to Share Information form
SNAP	Supplemental Nutrition Assistance Program
TAFDC	Transitional Aid to Families with Dependent Children
TANF	Temporary Assistance for Needy Families
UMass Chan	ForHealth Consulting at UMass Chan Medical School
USDA	United States Department of Agriculture
WCCC	EOHHS Workforce Development Coordination Committee
WIOA	Workforce Innovation and Opportunity Act
WPP	Work Participant Program

D. Assurances

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

Table D.I. Assurances

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

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 checked="" type="checkbox"/>

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

I. Summary of E&T Program

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.

The mission of the Massachusetts Department of Transitional Assistance (DTA) is to assist and empower low-income individuals and families to meet their basic needs, improve their quality of life, and achieve long-term economic self-sufficiency. Located within the Executive Office of Health and Human Services (EOHHS), DTA ensures that the emergency and transitional needs of the individuals and families of the Commonwealth are met through a combination of federal- and state-funded programs.

The Commonwealth of Massachusetts provides a comprehensive array of services to meet the needs of employers and job seekers through a statewide workforce development system. Sixteen local MassHire Workforce Boards made up of business and community leaders oversee 28 [MassHire Career Center \(MHCC\) and affiliate locations](#) operating across Massachusetts.

Serving the needs of low-income individuals, families, and employers, DTA's SNAP Path to Work program is an important part of Massachusetts' workforce development system. Through this program, eligible SNAP clients receive job search assistance and gain education, skills, training, and/or experience that improve their employment prospects for current labor market driven jobs, improving employment and economic prospects.

Under the Workforce Innovation and Opportunity Act (WIOA), the MHCCs and WIOA partners operate programming with an emphasis on reframing the role of local employers to better match job seekers with in-demand, labor market driven jobs in each local area. Aligning employer needs with job seekers with the required skill set for local openings provides more local opportunities for DTA clients to find and retain work and reduce reliance on SNAP benefits and other public assistance programs.

Cross training and the pooling of training resources between DTA, MHCC, and all WIOA mandated partner staff results in increased access to education, training, and employment opportunities for shared customers.

SNAP E&T State staff, ForHealth Consulting at UMass Chan Medical School (UMass Chan) and contracted SNAP Path to Work providers use publicly available [regional labor market blueprints](#), [dynamic labor market tools](#), [MassTalent](#), [Department of](#)

[Economic Research Equity Dashboards](#), and other sources to ensure that components offered under the SNAP Path to Work umbrella meet participant and State or local workforce needs.

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

DTA is the single state agency responsible for administering the Supplemental Nutrition Assistance Program (SNAP) in Massachusetts. As the designated SNAP agency, DTA manages the State's SNAP Employment and Training (E&T) Program, SNAP Path to Work.

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

N/A

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 SNAP Path to Work Program operates statewide in the 14 counties served by 20 DTA local offices and via 39 self-service kiosks located within DTA partner organizations. SNAP clients not participating in the Transitional Aid to Families with Dependent Children (TAFDC) program, the State's Temporary Assistance for Needy Families (TANF) program, can access important employment services and work supports through the program on a voluntary basis.

Provide a list of the components offered.

In FFY 2025, 45 subcontracted SNAP Path to Work providers and the statewide network of MassHire Career centers will help low-income individuals gain valuable skills and increase employability through engagement in one or more of the following components:

- Supervised Job Search
- Job Search Training
- Job Retention Services
- Educational Programs:
 - Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)
 - Integrated Education and Training or Bridge Programs
 - English Language Acquisition

- Career and/or Technical Education Programs or Other Vocational Training
- Work Readiness Training
- Work Based Learning
 - Internship (subsidized and unsubsidized)
 - Apprenticeship (subsidized)
 - Transitional Jobs (subsidized and unsubsidized)

Between them, SNAP Path to Work Providers will offer more than 150 individual programs, some of which will be offered in multiple locations.

63% of providers will offer one or more remote or hybrid model programs. 20% report that, while their services are not typically offered remotely, virtual services would be possible under certain circumstances.

More than half of the programs offered in FFY 2025 are vocational skills training programs, 53% of which are qualifying E&T programs for the purpose of complying with the ABAWD work rules.

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

SNAP Path to Work Website:

<https://www.snappathtowork.org/>

DTA Pathways to Work:

<https://www.mass.gov/dta-pathways-to-work>

Work rules for SNAP clients:

<https://www.mass.gov/service-details/work-rules-for-snap-clients#:~:text=Work%20at%20least%2030%20hours,an%20unemployment%20applicant%20or%20recipient>

SNAP Path to Work provider portal: the Partner Activity Tracking Hub (PATH):

<https://www.mass.gov/service-details/snap-path-to-work-provider-portal-the-partner-activity-tracking-hub-path>

DTA's Online Guide:

<https://www.mass.gov/service-details/the-department-of-transitional-assistance-online-guide>

DTA SNAP Regulations:

<https://www.mass.gov/lists/departments-of-transitional-assistance-regulations>

Regional labor market blueprints:

<https://www.mass.gov/service-details/view-your-regions-blueprint>

Dynamic labor market tools:

<https://www.mass.gov/service-details/dynamic-labor-market-tools>

MASStalent:

<https://www.mass.gov/masstalent>

Department of Economic Research Equity Dashboards:

<https://www.mass.gov/info-details/departments-of-economic-research-equity-dashboards#black/african-american-equity-dashboard->

II. Program Changes

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

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.

Expanded Programming

DTA welcomes the following providers to the SNAP Path to Work provider network starting 10/1/24:

Provider	E&T Services	Training Location(s)
Angels-Net Foundation Inc	English Language Acquisition, Job Search Training, & Job Retention Services	Worcester West Boylston
Berkshire Dream Center	Vocational Skills Training (Culinary)	Pittsfield
Catholic Charitable Bureau of the Archdiocese of Boston, Inc. (dba Catholic Charities, Inc.)	Vocational Skills Training (Nurse Assistant/Home Health Aid Training)	Boston Brockton
Community Resource Link (dba Career Training Academy)	Vocational Skills Training (Customer Service Certification), Work Readiness Training (ESOL for the Workforce: English & Tech Training) & Job Retention Services	Lawrence

House of Peace & Education, Inc. (returning)	Job Search Training	Gardner
La Colaborativa, Inc.	English Language Acquisition (English & Tech), Job Search Training, & Work Readiness Training	Chelsea
Per Scholas, Inc.	Vocational Skills Training (IT Training)	Virtual or Cambridge (hybrid)
PLA University, Inc (dba Skilled US)	Vocational Skills Training (multiple industries), Job Search Training, & Job Retention Services	Boston Cambridge

DTA Works is a successful work-ready program that provides TAFDC recipients with the opportunity to acquire or develop skills necessary to re-enter the workforce through an on-the-job work experience. Interns are placed at a variety of locations including DTA offices, partner state agencies, and community-based agencies where they receive on the job training and mentor support to overcome challenges on their career path. DTA Works interns:

- Participate in paid on the job training weekly for 36 weeks
- Receive individual mentoring
- Learn the skills needed to succeed in a work environment
- Gain employment references

This state plan budget funds a SNAP DTA Works Coordinator to support the growth of the program and an estimated 15 SNAP-only participants.

This plan will be updated as additional details and timeframes are established.

Ongoing Provider Recruitment

The State will continue provider recruitment efforts throughout the fiscal year, targeting community colleges statewide and additional CBOs in areas where there are currently limited SNAP Path to Work opportunities or other program deficit areas. The State is especially interested in partnering with organizations with the capacity to offer E&T activity:

- with the option of participating remotely to increase accessibility for those living in areas where there is limited public transportation
- programs that meet the ABAWD work rules; and/or
- with a focus on career-track training and employment pathways.

100% funding has also been earmarked for seeding or expanding SNAP E&T programming in underserved geographic or other program areas and/or enhanced case management services.

New providers will be invited to begin participating in the program as is monetarily and programmatically feasible. This plan will be amended as necessary to accommodate the return of inactive providers, the addition of new provider partners and/or the expansion of SNAP Path to Work programming offered by existing provider organizations

Partner Activity Tracking Hub (PATH) System Improvements

TAFDC Pathways is DTA's employment and training program for TAFDC recipients. Historically, the PATH system has been used by SNAP Path to Work providers, but not by TAFDC Pathways vendors. System enhancements, that will allow TAFDC Pathways vendors to enroll participants in TAFDC E&T programming, track participation and outcomes, and submit claims for reimbursement via the system (as all SNAP E&T providers do today) began in FFY 2024 and will continue in FFY 2025. The use of a common tool and more uniform processes will improve the provider/vendor experience (especially for those that provide both TAFDC and SNAP E&T services), improve outcomes and other program analysis capabilities and increase communication between the TAFDC and SNAP E&T units and community partners.

Other planned PATH enhancements include:

- The design and implementation of a Work Participant Program (WPP) module that will house both TAFDC and SNAP E&T WPP participant data.
- Improvements SNAP E&T Outcomes data collection and reporting capabilities.
- With the help of DTA's Program Effectiveness Manager for the Employment Services Program, DTA will continue to update the PATH system with the goals of improving reporting and enhancing data collection capabilities with a racial equity lens to better analyze and eliminate disparate impact in service delivery.

Inactive Providers

Middlesex Community College and One Family, Inc. will be in an inactive status and will not be providing SNAP Path to Work services at the start of FFY 2025

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

N/A

III. Consultation and Coordination with the Workforce Development System

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

Consultation

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

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).

DTA's consultation with the workforce development board is ongoing. Massachusetts is one of only a handful of states who have opted SNAP into their WIOA combined plan.

This plan reflects DTA's overall inclusion in Massachusetts' statewide workforce system and ongoing involvement in the development of the State's combined WIOA plan as well as local Memoranda of Understanding (MOUs). The plan echoes Massachusetts' priorities and strategies being utilized to meet the needs of employers and the labor workforce across all programs, including SNAP E&T.

The [MassHire State Workforce Board \(MSWB\)](#) advises the Governor on building a strong workforce development system aligned with state education policies and economic development goals.

The Commonwealth of Massachusetts Secretary of Health and Human Services, Kate Walsh, serves as an ex-officio board member, ensuring that the employment and training needs of DTA clients are well represented and that the needs of Massachusetts employers are known and considered in the development of DTA's SNAP Path to Work and the TAFDC Pathways programs.

The members of the board develop strategies that guide the Commonwealth's efforts in ensuring workers have the skills they need to fill the jobs businesses create for a more prosperous Commonwealth, with higher wages for employees, larger profit margins for businesses and stronger communities for all.

[MSWB members](#) represent all parts of the Commonwealth, from small businesses to multinational corporations, from organized labor to community organizations and State and local officials. Members review, revise, and advise the executive branch on how to create and sustain the workforce Massachusetts needs to succeed in the world economy.

DTA also has representation on each of the 16 [local MassHire Workforce Boards](#), ensuring direct engagement with employers within the labor market where DTA clients are living and working.

Additionally, DTA is a regular participant in the following committee meetings: State Partners Advisory Committee (SPAC), the goal of which is to provide ongoing updates on the WIOA State Plan with the input of all required partners and includes regular recommendations from joint work groups related to challenges to employment, business engagement strategies, and Cross systems alignment.

- Monthly
- Discuss the combined WIOA State Plan with all required State Partners
- Report recommendations from joint work groups
 - Challenges to employment
 - Business engagement strategies
 - Cross systems alignment
 - Data integration and analytics
- Includes managers and directors from required WIOA State Partners
- Goal is to provide ongoing updates on the WIOA State Plan with the input of all required partners
- Diversity, Equity and Inclusion (DEI) State partner committee

DTA/MDCS Status Calls

- Monthly
- DTA staff have included: Acting Assistant Commissioner for Policy and Programs, Director of Economic Mobility, DTA WIOA Coordinator, SNAP E&T Manager

- MDCS staff have included: MDCS Director, Director of Central Programs, MDCS Systems Analyst

DTA's Acting Assistant Commissioner for Policy and Programs, Erin Quinn, is a WIOA State Plan Advisory Committee Member and the WIOA Information Technology Support Center (ITSC) steering committee. She also serves on the [Commonwealth Corporation](#) and [Workforce Competitiveness Trust Fund](#) boards.

SNAP E&T State staff, ForHealth Consulting at UMass Chan Medical School, and contracted SNAP Path to Work providers use publicly available regional labor market blueprints (<https://www.mass.gov/service-details/view-your-regions-blueprint>), dynamic labor market tools (<https://www.mass.gov/service-details/dynamic-labor-market-tools>) - both offered by the Executive Office of Labor and Workforce Development (EOLWD) - <https://www.mass.gov/masstalent>, and other sources to ensure that components offered under the SNAP Path to Work umbrella meet participant and State or local workforce needs.

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

N/A

Coordination

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

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

State Funded Participant Supports for SNAP E&T Participants

Line item 4403-2008 of the Massachusetts state budget provides funds with which to pay for or reimburse SNAP Path to Work participants for expenses that are reasonably necessary and directly related to participation in the program.

Child Care for SNAP E&T Participants

Via line item 3000-3060 of the Massachusetts state budget, SNAP Path to Work participants who need child care qualify for it through the Department of Early

Education and Care (EEC) for twelve months with no fee. Federal SNAP E&T funds do not support this benefit.

Secure Jobs Program

In SFY 2018, DTA assumed responsibility for the administration of the [Secure Jobs program](#), formerly administered by the Executive Office of Housing and Livable Communities (EOHLC). Secure Jobs supports families who are experiencing or are at risk of homelessness by bringing together employment and housing agencies to help families increase economic stability. Secure Jobs serves families receiving support from DHCD with services focused in three areas: Education and Career, Stable Housing and Economic Stability, and Family Stability and Well-Being. Participants have access to:

- Enrollment and Goal Setting
- Job Readiness and Training
- Job Placement and Retention
- Vocational Skills training
- Flexible funds to address challenges to housing and employment

While the program serves families, some of whom are also TANF clients, two of eight Secure Jobs providers currently access SNAP E&T reimbursement funds to support SNAP-only client participation in the program. DTA's SNAP E&T and Economic Mobility managers are working to increase the number of Secure Jobs vendors who serve SNAP clients under the SNAP Path to Work umbrella and access SNAP E&T reimbursement funds.

EOHHS Workforce Development Coordination Committee (WCCC)

DTA, including the SNAP E&T program, has representation on the WCCC which is tasked with examining strategies, initiatives, and policies focused on addressing the workforce shortage in health and human services organizations across the Commonwealth and identifying challenges and opportunities for cross agency awareness and collaboration.

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).

The Commonwealth of Massachusetts provides a comprehensive array of services to meet the needs of employers and job seekers through a statewide workforce development system.

Sixteen local MassHire Workforce Boards made up of business and community leaders oversee 28 [MassHire Career Center \(MHCC\) and affiliate locations](#) operating across Massachusetts.

A comprehensive overview of the resources, services, and credentials available to Massachusetts job seekers through this system can be found in the [Workforce Innovation and Opportunity Act \(WIOA\) Massachusetts Combined State Plan for the period of July 1, 2020 through June 30, 2024](#) and in the [Draft 2024 WIOA State Plan](#).

To develop meaningful pathways to work and economic mobility for low-income, disabled and un/underemployed individuals/families, and ensure that DTA clients and families with significant challenges can access the workforce system with the support needed to attain and sustain employment, DTA partnered with the EOLWD and the MDCS to develop and implement the Work Participant Program (WPP) starting in FY 2017. Through an ISA between DTA and MDCS, DTA funding is provided to career centers to supplement MHCC programming for DTA clients, including access to Title 1 funded trainings when appropriate. MOUs are in place at the local level to support an integrated, customer-focused service delivery system that is diverse, equitable and inclusive that meets the needs of priority populations as well as local businesses. The MOUs and joint partner guidance define referral procedures, services to be provided and collaborative planning expectations.

DTA clients (both SNAP and TAFDC) can access WPP through a MHCC or through referral from DTA. Potential SNAP participants may also initiate an enrollment via a [WPP program listing](#) on the SNAP Path to Work website by registering for [MassHire JobQuest](#) and either requesting contact from or reaching out to a MassHire representative or DTA SNAP E&T Specialist. Participating clients receive a career readiness assessment and work with a career counselor on an individualized Career Development plan, including the services and occupational trainings to be provided to meet the client's career goals. Services may include job readiness activities, such as resume and cover letter writing, interviewing skills, virtual interviewing skills, job search techniques and developing a professional network or participation in employer recruitment events and self-directed job search. WPP participants may also have access to WIOA-funded training vouchers upon determination that they need further skills to enter or return to the workforce.

Until FFY 2020, the WPP had not been financially supported by SNAP E&T funds. In FFY 2020, DTA began expanding the capacity and expectations for the MHCCs regarding serving SNAP-only clients, including ABAWDs, through SNAP E&T funds and training of career center staff. This relationship allows eligible WPP customers to access SNAP E&T transportation and child care supports and simplifies the process of verifying ABAWD participation in qualifying activity through MHCC locations.

DTA will continue to identify new opportunities to coordinate with and integrate services currently being provided by other Massachusetts partner agencies responsible for workforce development. To support this effort, DTA's WIOA Coordinator will continue to provide oversight and management of the WPP ISA with MDCS, serve as a DTA Central Office liaison to the local MassHire Workforce Investment Boards and further develop and strengthen local partnerships.

WIOA Combined Plan: Is SNAP E&T included as a partner in the State's WIOA Combined Plan?☒ Yes☐ No

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.

Under the DTA Pathways to Work umbrella, DTA offers a variety of programs to help TAFDC and SNAP-only clients achieve career goals and support their families' success. While the eligibility criteria, service delivery and reimbursement models, in addition to the programs and supports that can be accessed via the TAFDC Pathways to Work and SNAP Path to Work programs differ somewhat, DTA is actively working to align policies and procedures, data collection and the client and provider experiences to the extent practical.

Under the direction of DTA's Acting Assistant Commissioner for Policy and Programs, SNAP E&T and TAFDC Pathways managers collaborate to identify and achieve common goals, address common concerns, and cross train unit staff and partners as appropriate.

Current initiatives include:

- Using SNAP E&T funds to expand the successful TAFDC DTA Works program, giving 15 SNAP E&T participants access to paid internship, individual mentorship, and the opportunity to develop the skills needed to succeed in a work environment.
- PATH system enhancements that will allow TAFDC Pathways vendors to enroll participants in programming, track participation and outcomes and submit claims for reimbursement via the system (which has historically been used by SNAP E&T staff and providers, but not TAFDC vendors). The use of a common tool and more uniform processes will improve the provider/vendor experience (especially for those that provide both TAFDC and SNAP E&T services), improve outcomes and other program analysis capabilities and increase communication between the TAFDC and SNAP E&T units and community partners.
- Improving reporting and data collection capabilities with a racial equity lens to better analyze and eliminate any disparate impact in service delivery.
- Increasing the number of SECURE Jobs vendors offering services under both SNAP Path to Work and TAFDC Pathways umbrellas.

Additional information about programs and supports available through the TAFDC Pathways to Work can be found [here](#).

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).

DTA is one of 16 [WIOA workforce partners](#) tasked with working together to support a seamless system of workforce and education services that builds career pathways for individuals and leads to a more informed, educated, and skilled workforce that meets the Commonwealth's businesses' demands and sustains a thriving and diverse labor force.

The workforce partners include:

[Massachusetts Department of Correction \(MADOC\)](#)

MADOC oversees the state prison system, managing inmates at 14 institutions across the state and provide custody, care, and programming for those under their supervision to prepare them for safe and successful reentry into the community.

[Department of Elementary and Secondary Education \(DESE\)/Adult Community Learning Services \(ACLS\)](#)

The goal of the Massachusetts public K-12 and adult education system is to prepare all students for success in life. Working with providers and partners, the ACLS stewards a public adult education system that puts no-cost quality instruction, advising, job training, and career pathways within reach of all adult students in Massachusetts.

[Executive Office of Housing and Livable Communities \(EOHLC\)](#)

The EOHLC was established in 2023 to create more homes and lower housing costs for Massachusetts residents. EOHLC also distributes funding to municipalities, oversees the state-aided public housing portfolio, and operates the state's Emergency Family Shelter (EA) program.

[Department of Transitional Assistance \(DTA\)](#)

DTA assists and empowers low-income individuals and families to meet their basic needs, improve their quality of life, and achieve long term economic self-sufficiency. DTA serves one in six residents of the Commonwealth with direct economic assistance (cash benefits) and food assistance (SNAP benefits), as well as workforce training opportunities.

[Department of Unemployment Assistance \(DUA\)](#)

DUA oversees the unemployment insurance (UI) program, which provides temporary income assistance to eligible workers in Massachusetts. DUA also determines and collects employer contributions to the UI program.

[EMPath: Economic Mobilty Pathways](#)

EMPath transforms people's lives by helping them move out of poverty and provides other institutions with the tools to systematically do the same.

[Executive Office of Education \(EOE\)](#)

From pre-school to post-secondary education, the EOE works to connect all Massachusetts residents with a high-quality education regardless of their circumstance, zip code, or socioeconomic status.

[Executive Office of Elder Affairs](#)

The Executive Office of Elder Affairs envisions a state in which every person has the tools, resources, and support they need to fully embrace the aging experience, supporting aging adults to live and thrive, safely and independently— how and where they want.

[Executive Office of Health and Human Services \(EOHHS\)](#)

EOHHS is comprised of 11 agencies and the MassHealth program and seeks to promote the health, resilience, and independence of the nearly one in every three residents of the Commonwealth served. EOHHS public health programs touch every community in the Commonwealth.

[Executive Office of Labor and Workforce Development \(EOLWD\)](#)

EOLWD manages the Commonwealth's Workforce Development and Labor Departments to ensure that workers, employers, and the unemployed have the tools and training needed to succeed in the Massachusetts economy.

[Job Corps](#)

Job Corps is a voluntary program that prepares people ages 16-24 with education and hands-on career training for entry-level positions that lead to careers in today's job market.

[MassHire](#)

MassHire creates and sustains powerful connections between businesses and jobseekers through a statewide network of employment professionals.

[Massachusetts Commission for the Blind \(MCB\)](#)

MCB provides the highest quality rehabilitation and social services to Massachusetts residents who are blind, leading to their independence and full community participation.

[Massachusetts Rehabilitation Commission \(MRC\)](#)

MRC helps individuals with disabilities to live and work independently. MRC is responsible for Vocational Rehabilitation, Community Living, and eligibility determination for the Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) federal benefits programs.

[Senior Community Service Employment Program \(SCSEP\)](#)

SCSEP helps low-income job seekers age 55 and older develop the skills and self-confidence to get jobs and become financially more independent.

YouthBuild

Offering a unique curriculum that allows students to develop important academic and job skills, and at the same time, revitalize surrounding low - income areas, YouthBuild gives young people between the ages of 16 and 24 the chance to turn their lives around. Students spend one week in the classroom working toward their High school equivalency or diploma, followed by one week on a job site building or renovating affordable housing in their communities. "Ultimately, the aim of YouthBuild is not to change the young people it serves, it is to give them the tools to change their own lives. We firmly believe that by empowering our students, true community change can be accomplished."

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.

Did the State agency consult with ITOs in the State?

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

Name the ITOs consulted.

There are two federally recognized tribal organizations in Massachusetts, the Mashpee Wampanoag Tribe (also known as the People of the First Light) and the Wampanoag Tribe of Gay Head (Aquinnah) of Massachusetts.

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).

SNAP E&T Manager, Miriam Kaufmann, has made numerous attempts to meaningfully engage various ITO representatives in meaningful conversation about the SNAP Path to Work program over the last several years. Generally, this conversation ends up being an introduction to or a reminder about the E&T services that are available to tribal members who receive SNAP (on and off reservations) through the SNAP Path to Work program, the supports available to SNAP Path to Work participants, and how to use the program website to stay abreast of current program offerings. Similar support is also available to unemployed and under employed tribal members through the Mashpee Education department and 477 program and the Wampanoag Tribe of Gay Head (Aquinnah)'s Adult Vocational Training (AVT) program.

This time last year, this writer spoke with the Chief of Staff for the Wampanoag Tribe of Gay Head (Aquinnah) about the free training and supports available to SNAP recipients, including Tribal members, through the SNAP Path to Work program. We had planned to connect again with others from the Tribe to discuss the needs and interests of Tribal members and employers in the area and program promotion once he identified the appropriate people. However, he is no longer in the position.

While consultation has occurred with representatives of both Tribes in past years, thus far, attempts to establish contact with an appropriate representative this year have not been successful.

That said, Miriam met with Cheryl Cromwell on 7/16/24. Cheryl is the Tribal and Indigenous Health Equity Specialist at the Massachusetts Department of Public Health, a member of the Mashpee Wampanoag Tribe, and leads the Inter-Agency Tribal Partner Working Group. The goal of the group is to coordinate efforts, share information and resources, and ensure that all initiatives, including services and data, are inclusive of the needs, strengths, and experiences of Native Americans and Tribes in Massachusetts (both federally recognized and not).

Ms. Cromwell shared several ideas about how to promote the program amongst Tribal & Indigenous communities and solicit feedback from potential participants and partners. Miriam will be attending the monthly Inter-Agency Tribal Partner Working Group going forward and will continue to work with Ms. Cromwell and resulting new contacts as appropriate.

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

☐ Yes

☒ No

V. Utilization of State Options

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

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

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)

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)).

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

CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

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

As Massachusetts operates a voluntary SNAP E&T program, all work registrants are exempted from SNAP E&T participation. Regardless of whether they are subject to SNAP work requirements described in DTA regulations at 106 CMR 362.300-362.340, clients are not penalized for failure to participate in the SNAP Path to Work program.

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

N/A

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: All under and unemployed SNAP-only applicants and recipients who can work following appropriate education, training and/or employment supports may voluntarily participate in the SNAP Path to Work program.

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.

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.

Currently under the direction of DTA's Acting Assistant Commissioner for Policy and Programs, the SNAP Path to Work Manager, supported by four DTA SNAP E&T Specialists and a SNAP case manager, oversees the State's SNAP E&T program. State level SNAP E&T policy and procedure are developed by the SNAP E&T unit (in consultation with SNAP certification staff, TAFDC E&T staff, the Director of Disability Access, DTA's legal team, and others as is appropriate).

The state has contracted with [ForHealth Consulting](#) at UMass Chan Medical School (UMass Chan) since 2006 to support DTA in the administration of the SNAP E&T program and to serve as an intermediary. With the exception of other state agencies, UMass Chan contracts with all SNAP Path to Work provider organizations and assists providers in complying with SNAP E&T requirements and claiming and maximizing SNAP E&T reimbursement. DTA is responsible for supporting SNAP E&T providers and participants around general SNAP E&T policy, participant eligibility, participant recruitment, and access to participant supports. The UMass Chan and DTA E&T teams are jointly responsible for provider recruitment and monitoring and work closely to ensure that contracted providers receive necessary training and support and that all parties are on the same page.

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

While the SNAP E&T unit is separate from the SNAP certification unit, the SNAP E&T Manager maintains regular contact with SNAP policy managers and analysts to ensure that SNAP E&T and SNAP work requirements policy is correctly and thoughtfully interpreted and implemented. At a minimum, the SNAP E&T Manager and Assistant Director of SNAP Policy typically meet via Teams biweekly and regularly consult one another regarding proposed changes, documentation, and training needs and collaborate on projects as needed. The frequency of meetings and meeting attendees are adjusted based on the nature and timeline of overlapping projects, the need for discussion related to the release of guidance, implementation of

new policy, and other situations requiring consultation. Additional meetings (face to face or virtual), emails, and telephone consultation occurs on an as needed basis.

At a broader level, the Associate Commissioners of Employment and Training Programs, Food Security and Nutrition Programs, and Family and Economic Assistance meet weekly, working together to ensure that overlapping and/or competing agency goals are met. Each also meets with the Assistant Commissioner for Policy & Programs independently on a weekly basis, and jointly monthly. Additionally, DTA's full executive staff team meets biweekly. Additional meetings (face to face or virtual), email, and telephone consultation occurs on an as needed basis.

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

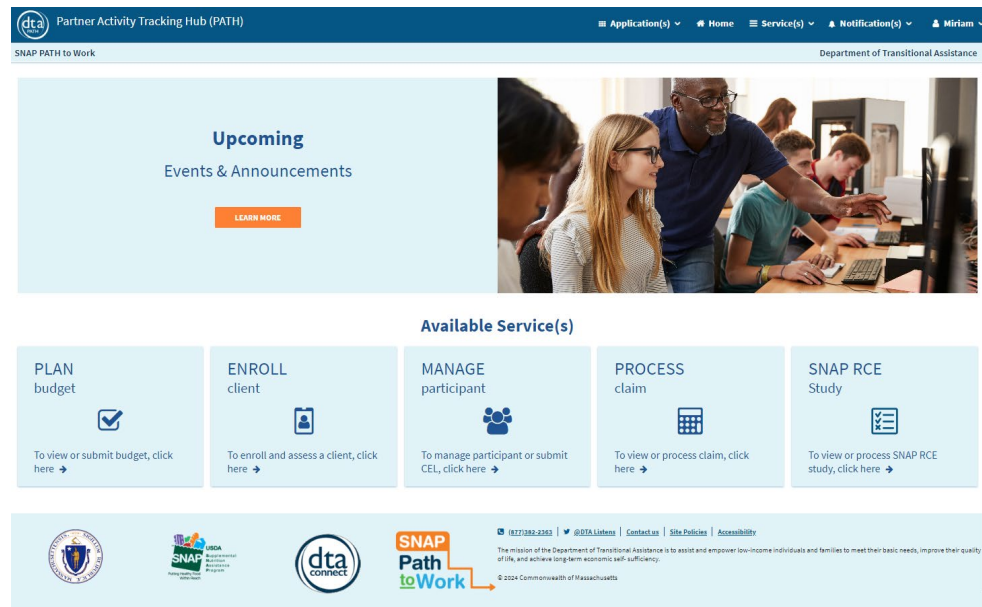
1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

Communication between DTA/UMass Chan and providers via the Partner Activity Tracking Hub (PATH system)

The PATH system is an online tool through which information about SNAP Path to Work program eligibility, participation, progress, budgets, and claims is exchanged and stored. The functions and information that are accessible to a PATH user depend on the organization with which they are affiliated and the user role that they are assigned. Providers can only see budget and claims information associated with their organization. Providers may only enter enrollment and participation information with programs with which they are affiliated, and view client information related only to participants who have allowed it by signing a *Permission to Share Information (PSI)* form. DTA and UMass Chan staff can view all entered information.

- Information about upcoming events, due dates and DTA/UMass Chan/Provider announcements are available to PATH system users in the Upcoming Events & Announcements section. (Events/announcements can be made visible to all PATH users or to specific organization(s)).
- Provider budgets and claims are:
 - entered on PATH by providers.
 - reviewed and authorized/rejected by UMass Chan staff; and
 - approved/denied by DTA staff within the PATH system. (Review status and notes and past versions of revised documents are visible to users).

- Providers enter enrollment information (participant identifiers, assessment, and participation plan) on PATH to be reviewed and approved/denied by DTA SNAP E&T staff. *
- Providers may also record case notes, participation hours, outcomes, and possible good cause.
- Providers may document participant supports and request DTA issued transportation supports on behalf of participants.
- All PATH users may search entered information at the client, specific program, component type, or provider level. DTA/UMass Chan users can search for data at the statewide level.
- DTA/UMass Chan staff regularly review and analyze PATH data to determine provider efficacy, compliance with contract requirements, training needs, etc.



*A completed and signed PSI is required for every SNAP client prior to a provider accessing their records via PATH. The PSI grants permission for the named provider to check a client's eligibility for SNAP Path to Work enrollment. It allows the provider and DTA to exchange information about a client's E&T eligibility, participation, and outcomes for the shorter of a period of two years from date of signature or until the client revokes access. The PSI also authorizes DTA to obtain records about the client's employment status from other state agencies, federal agencies and from Equifax Workforce Solutions.

Providers, DTA, and UMass Chan E&T staff also share participant data verbally, via SECURE email, and/or via UMass Chan's password protected Secure File Transfer System (SFTS).

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.

Information about SNAP and work requirement status and compliance is tracked and stored on DTA's Benefit Eligibility and Control Online Network (BEACON).

PATH relies on BEACON data when determining preliminary eligibility for SNAP E&T services and rechecking eligibility monthly as part of the Client Eligibility Listing (CEL) process. PATH also relies on real time BEACON data to capture certain enrollment demographics and to display the participant's address, SNAP case status and work requirement status via the SNAP Path to Work participant record.

When a PSI is entered on either system, the information is posted to both systems, ensuring that both E&T and eligibility staff are aware that the client has granted permission for DTA to share information with that provider.

Providers enter requests for DTA issued transportation support payments on behalf of participants via PATH. Approved requests are automatically shared with BEACON, triggering the issuance of the support and the accompanying BEACON generated letter explaining what the payment is for and how to access it. The status of the request is then updated on PATH to ensure that providers and E&T staff are aware that the payment has been issued.

Providers may report possible good cause via PATH. This information is reviewed and addressed by the SNAP case manager who supports the SNAP E&T unit who will update the PATH and BEACON records as appropriate.

At this time, information about SNAP Path to Work program enrollment and participation does not transfer to BEACON automatically. DTA SNAP E&T Specialists document SNAP Path to Work participation on BEACON as part of the enrollment approval process as needed.

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

Depending on the nature and level of complexity, new policies, procedures, or other information may be shared with partners and intermediary staff in one or more of the following ways:

- via email

- in the form of a written document
- through the sharing of links (for example, newly published federal regulations or other guidance)
- via mandatory or optional training sessions
- during individual partner, regional, all partner or small group meetings
- via the Upcoming Events & Announcements section of PATH
- posted on [mass.gov's DTA page](https://www.mass.gov/info-details/dta-page)
- other methods as appropriate

Ongoing communication between DTA and UMass Chan (intermediary)

DTA and UMass Chan SNAP E&T staff regularly communicate regarding SNAP E&T rules, requirements, policy changes, data, trends, and opportunities for program improvements. Provider recruitment, onboarding, training, and annual monitoring are typically conducted jointly. DTA and UMass Chan staff cooperatively review all provider submitted program descriptions, budgets, and claims. In addition to communicating via the PATH system:

- Weekly meetings between the DTA and UMass Chan SNAP E&T managers are held.
- Biweekly meetings between the DTA and UMass Chan SNAP E&T managers and the UMass Chan marketing team are held.
- Quarterly joint DTA/UMass Chan full E&T unit meetings are held.
- SNAP E&T ISAs between DTA and UMass Chan are reviewed and amended as needed and at least annually.
- Special topic meetings/trainings are scheduled as needed.
- Ongoing email, Microsoft Teams, and verbal communication between DTA and UMass Chan E&T staff is maintained.
- Documents and information that needs to be shared securely can be sent via secure email or exchanged via the password protected UMass Chan Secure File Transfer System (SFTS).

Ongoing communication between DTA/UMass Chan and subcontracted providers

- New provider onboarding training is held every September and mid-year for new providers who have subsequently joined. Provider organizations who have seen staff turnover or otherwise require refresher training are also invited to participate. Topics include a general overview of the program, data management, participant eligibility, enrollment and tracking processes, budget and claims

processes, reporting requirements and the use of the PATH system. Should a provider contract at another time during the year, onboarding training is conducted before they start serving clients under the SNAP Path to Work umbrella.

- General and topic specific refresher trainings are scheduled as needed.
- Annual Civil Rights Training is required of all provider organizations.
- Special topic meetings/trainings are scheduled as needed.
- DTA and/or UMass Chan updates, reminders of upcoming trainings and deliverables due, policy/procedure updates and reminders and other information is shared via email, the PATH system, and/or in meeting format as appropriate.
- Providers may be asked to supply operational updates and other information via email or in the form of an online survey.
- There are quarterly check-ins between UMass Chan SNAP E&T Project Coordinators and assigned provider organizations.
- There is regular email and verbal communication between DTA SNAP E&T Specialists and providers regarding participant enrollment and support eligibility and technical assistance needs.
- There is ongoing email and verbal communication between providers and DTA and/or UMass Chan.
- Announcements, updates, and reminders may be shared with PATH system users via the Upcoming Events and Announcements feature.
- SNAP E&T contracts between UMass Chan and providers are reviewed and amended at least every five years.
- Documents and information that needs to be shared securely can be sent via secure email or exchanged via the password protected UMass Chan SFTS.
- Federal guidance is shared as appropriate.
- Fact sheets, “cheat sheets” and other written material is developed and shared as appropriate.

Ongoing communication between SNAP E&T partner organizations

In addition to communication that takes place via the PATH system:

- Providers are encouraged to learn about the programs offered by other SNAP Path to Work providers by exploring snappathtowork.org (updated regularly) or the SNAP Path to Work Catalog of Provider Services (produced annually).

DTA/UMass Chan may connect prospective or new providers with seasoned E&T providers or make other connections to facilitate peer to peer technical assistance.

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.

UMass Chan hosts quarterly "check-ins" with all providers. DTA SNAP E&T Specialists and UMass Chan Program Coordinators provide ongoing technical assistance and may schedule additional formal check-ins as needed.

UMass Chan will monitor subcontracted SNAP Path to Work providers through annual site visits and fiscal reviews and communicate its findings to DTA. UMass Chan will notify DTA of issues and concerns and identify best practices. Reviews may be conducted in-person or virtually. DTA SNAP E&T Specialists will participate in reviews.

The program review includes:

- Meeting with SNAP E&T program staff to discuss program services, including discussion about the organization's:
 - SNAP Path to Work recruitment/outreach activities
 - screening and intake processes
 - methods for tracking participation hours and monitoring progress
 - participant supports
 - classroom/virtual operations
 - outcomes
 - agency partnerships; and
 - training and support needs
- Observation of SNAP E&T activities
- Meeting and interviewing a SNAP Path to Work participant, if possible. If not possible, providers are asked to provide one or two client testimonials or success stories
- PSI audit to ensure that the provider has maintained copies of signed PSI forms as required and that the signature dates and other information match the information that was entered on PATH.

The fiscal review (led by UMass Chan staff) includes:

- Meeting with SNAP E&T fiscal staff to discuss, among other things:
 - funding sources
 - planned use of SNAP E&T reimbursement funds
 - accounts payable system
 - invoicing process
 - cost allocation plan
 - methodology for split-charging costs to various grants and/or budget categories
 - file storage; and
 - training and support needs
- Examination of SNAP E&T related financial documents.

In preparation for the review, provider organizations are sent a list of questions that will be asked during the visit; this ensures that the right people will participate in the review and that the necessary information will be available. Provider organizations are also asked to upload the following information to the UMass Chan SFTS system at least 3 business days prior to the review:

- The organization's values/mission statement and an agency overview
- Outreach materials (program information/marketing materials)
- Organizational chart
- Program curriculum materials
- Attendance policy for participants
- Discrimination and grievance policies for both staff and participants
- The organization's most current annual audit report; and
- Claim back-up documentation for FFY__, Quarter__

With input from the DTA E&T Specialist who participated in the review, UMass Chan SNAP E&T Program Coordinators compile and analyze information collected during the review and advise DTA of its findings. UMass Chan and DTA work closely with SNAP Path to Work providers performing below established standards. Performance improvement measures may include trainings, more frequent reviews, corrective actions, probation, and contract termination.

A letter is sent advising the provider of the results of the review and any recommendations or corrective actions that will be implemented.

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).

SNAP Path to Work providers are asked to record the following outcomes* on PATH as they become known to them:

- E&T participant secures new employment
- E&T participant is promoted
- E&T participant obtains a certification or license
- E&T participant obtains a degree/equivalency or achieves an education level
- Other achievements, success stories and client testimonials (optional)

*Early termination reasons are also recorded as outcomes.

DTA SNAP E&T Specialists monitor and analyze the data to ensure that reported outcomes align with provider stated program expectations and SNAP E&T program goals. However, providers can only report outcomes that are known to them and former participants are not obligated to maintain contact with providers. Employment and wage information is also obtained via a match with the Department of Unemployment Assistance (DUA) to access wage information.

VIII. Screening for Work Registration

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

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

As a condition of eligibility, SNAP household members between the ages of 16 and 59 who do not qualify for an exemption must meet general SNAP work requirements (GSR), including work registration.

SNAP eligibility staff screen for GSR status using information available in the BEACON electronic case file and information provided by the client and entered on BEACON during the interview process. The following recorded information is used to determine GSR status:

- Date of birth (age)
- Head of household status

- A temporary or permanent physical or mental illness or impairment that reduces his or her ability to financially support him or herself as evidenced by:
 - Disability status
 - Pregnancy due date
 - Receipt of EAEDC
 - Receipt of disability-based income
 - participation in a Massachusetts Rehabilitation Commission program or other Massachusetts-approved vocational rehabilitation program
 - Medical documentation
- Receipt of Unemployment Assistance
- Receipt of TAFDC
- Student Status
- Caretaker status
- Substance Abuse Treatment
- Employment status (hours worked and earnings)

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.?

Registration of nonexempt household members occurs when the client signs the SNAP application or recertification form.

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

Because competing priorities have delayed BEACON updates that are needed to support the consolidated work requirements notice, DTA has not yet implemented this requirement. However, during the application or recertification interview, SNAP staff screen for GSWR and ABAWD work rules status and

- inform the client whether s/he is subject to the ABAWD and/or general SNAP work requirements
- explain the exemption criteria
- explain the consequences of not complying with SNAP work requirements if applicable; and
- explain that the client may elect to participate in the SNAP Path to Work program on a voluntary basis regardless of exemption status

The Rights and Responsibilities section of both the SNAP Application and Recertification forms includes the following language:

“Work rules for SNAP clients: If you get SNAP benefits and are between the ages of 16 and 59 you may need to meet general SNAP work rules or the ABAWD work rules unless you are exempt. DTA will tell me and members of my household if we need to

meet any Work Rules, what the exemptions are, and what will happen if we do not meet the rules. If you are under the SNAP Work Rules:

- *You must register for work at application and when you recertify for SNAP. You register when you sign the SNAP application or recertification form.*
- *You must give DTA information about your employment status when DTA asks.*
- *You must report to an employer if referred by DTA.*
- *You must accept a job offer (unless you have a good reason not to).*
- *You must not quit a job of more than 30 hours a week without a good reason.*
- *You must not cut your work hours to less than 30 hours a week without a good reason.*

Currently, those subject to the ABAWD time limit receive the *ABAWD Work Program Requirement Notice* upon approval of an application or recertification and when the client goes from an exempt to a non-exempt status. This notice informs the client that s/he will become ineligible for SNAP if s/he fails to comply with the work requirement for any 3 countable months during the current 36-month ABAWD clock. This notice is expected to be replaced by the consolidated notice by the end of 2024. In accordance with 7 CFR 273.7(c)(1)(ii), the consolidated notice and oral explanation will be provided to the household when a previously exempt household member or new household member becomes subject to work requirements, and at recertification.

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).

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.)*

As Massachusetts operates a voluntary SNAP E&T program, all DTA clients may be referred to participate in the SNAP Path to Work program if they:

- are a SNAP applicant or recipient
- can legally work in the United States
- do not receive TAFDC benefits
- do not receive EAEDC benefits; and
- want to participate in the program and plan to seek employment.

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.

During the application or recertification interview, SNAP eligibility workers screen all SNAP household members for GSWR and ABAWD work rules exemption/requirement status and:

- record the work requirement status on BEACON
- inform the client whether s/he is subject to the ABAWD and/or general SNAP work requirements
- explain the exemption criteria
- explain the consequences of not complying with SNAP work requirements if applicable; and
- explain that the client may elect to participate in the SNAP Path to Work program on a voluntary basis regardless of exemption status.

(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.

Provider initiated reverse referrals are screened by the SNAP case manager who supports the SNAP E&T unit before being approved or denied by DTA E&T Specialists, using information that has been entered on BEACON by eligibility staff and information entered on PATH by the provider. At least once a day, the SNAP case manager exports the list of provider entered enrollment requests from PATH. Each is reviewed to determine if it is appropriate to refer the client to the State's SNAP E&T program. Once appropriateness has been established the potential participants are referred to SNAP E&T by way of an email to DTA SNAP E&T Specialists.

The SNAP E&T Unit Case Manager is an eligibility worker (i.e., paid out of certification policy funds, not E&T funds) with the authority to screen and refer in accordance with 7 CFR 273.7(c)(2).

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?

SNAP Path to Work participation is supported on an as needed basis by provision of available participant supports including:

- Transportation
- Dependent Care
- Educational/Credential Test and Licensing Fees
- Books and Supplies
- Technology; and

- Clothing/Uniforms

SNAP Path to Work participants' need for program supports are identified and addressed by SNAP Path to Work providers on a case-by-case basis as part of the referral and assessment processes and as the need arises. Providers are required to complete an assessment with clients as part of the intake process. The assessment includes questions about potential barriers to program participation and/or employment, creating an opportunity to talk about provider and/or DTA issued reimbursements (called supports in MA).

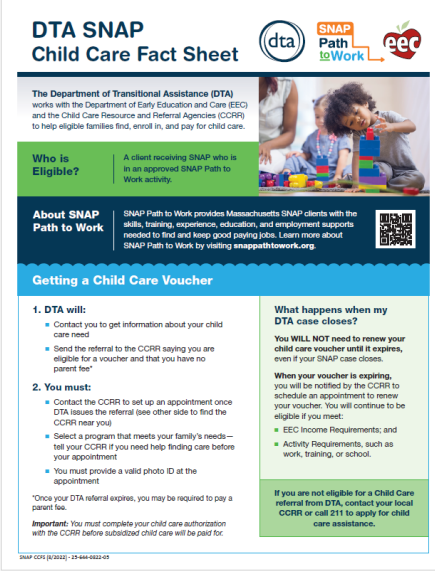
Some SNAP Path to Work participant supports reflected in this plan's budget are funded and issued directly through a SNAP Path to Work provider. So long as reasonable, necessary, and directly related to participation in the program, DTA does not impose a limit on provider issued participant support costs or dictate the method by which supports must be administered; however, DTA must approve provider SNAP E&T support budgets and plans for issuing these supports for the provider to receive E&T reimbursement for these expenditures.

SNAP Path to Work providers may request State funded transportation supports on behalf of SNAP Path to Work participants. Contracted providers assess each participant's need and record the request within the PATH system. Approved transportation supports requested on behalf of eligible program participants are made available to participants via the household's EBT card and are based on the county in which the participant lives.

Participants receive BEACON generated notices when a provider's request for a DTA funded transportation support for the participant is approved and issued. This notice states the amount deposited to their EBT account, its purpose, the support period and how to access the funds.

Participants may also learn about the availability of supports through SNAP Path to Work promotional material, snappathtowork.org, a DTA SNAP E&T Specialist or other DTA staff and may contact DTA E&T staff via the SNAP Path to Work Line to request it.

To support their participation in the program and transition to work, SNAP Path to Work participants qualify for 12 months of child care with no parent fee through the Department of Early Education and Care. The [DTA SNAP Child Care Fact Sheet](#) informs participants and prospective participants of the availability and referral process for SNAP Child Care vouchers and may be shared with participants and prospective participants who may have dependent care needs by SNAP E&T Specialists, Full Engagement Workers, and other DTA staff as appropriate. This support is not supported with federal SNAP E&T funds.



DTA SNAP Child Care Fact Sheet

The Department of Transitional Assistance (DTA) works with the Department of Early Education and Care (EEC) and the Child Care Resource and Referral Agencies (CCRR) to help eligible families find, enroll in, and pay for child care.

Who is Eligible? A client receiving SNAP who is in an approved SNAP Path to Work activity.

About SNAP Path to Work SNAP Path to Work provides Massachusetts SNAP clients with the skills, training, experience, education, and employment supports needed to find and keep good paying jobs. Learn more about SNAP Path to Work by visiting snappathtowork.org.

Getting a Child Care Voucher

- DTA will:**
 - Contact you to get information about your child care need.
 - Send the referral to the CCRR saying you are eligible for a voucher and that you have no parent fee.
- You must:**
 - Contact the CCRR to set up an appointment once DTA issues the referral (see other side to find the CCRR near you).
 - Select a program that meets your family's needs—tell your CCRR if you need help finding care before your appointment.
 - You must provide a valid photo ID at the appointment.

*Once your DTA referral expires, you may be required to pay a parent fee.

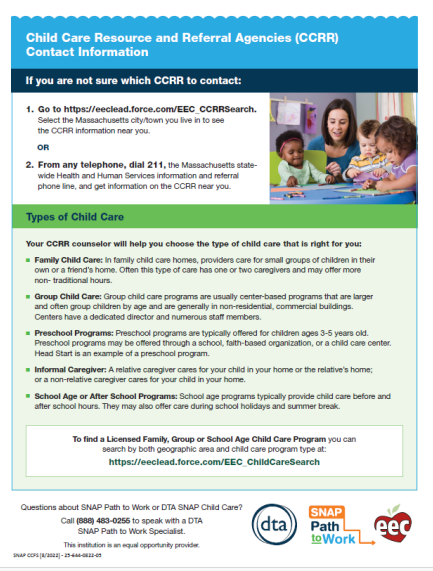
Important: You must complete your child care authorization with the CCRR before submitted child care will be paid for.

What happens when my DTA case closes? You **WILL NOT** need to renew your child care voucher until it expires, even if your SNAP case closes.

When your voucher is expiring, you will be notified by the CCRR to schedule an appointment to renew your voucher. You will continue to be eligible if you meet:

- EEC Income Requirements; and
- Activity Requirements, such as work, training, or school.

If you are not eligible for a Child Care referral from DTA, contact your local CCRR or call 211 to apply for child care assistance.



Child Care Resource and Referral Agencies (CCRR) Contact Information

If you are not sure which CCRR to contact:

- Go to https://eecclear.force.com/EEC_CCRRSearch. Select the Massachusetts city/town you live in to see the CCRR information near you.
- OR
- From any telephone, dial 211, the Massachusetts state-wide Health and Human Services information and referral phone line, and get information on the CCRR near you.

Types of Child Care

Your CCRR counselor will help you choose the type of child care that is right for you:

- Family Child Care:** In family child care homes, providers care for small groups of children in their own or a friend's home. Often this type of care has one or two caregivers and may offer more non-traditional hours.
- Group Child Care:** Group child care programs are usually center-based programs that are larger and often group children by age and are generally in non-residential, commercial buildings. Centers have a dedicated director and numerous staff members.
- Preschool Programs:** Preschool programs are typically offered for children ages 3-5 years old. Preschool programs may be offered through a school, faith-based organization, or a child care center. Head Start is an example of a preschool program.
- Informal Caregiver:** A relative caregiver cares for your child in your home or the relative's home; or a non-relative caregiver cares for your child in your home.
- School Age or After School Programs:** School age programs typically provide child care before and after school hours. They may also offer care during school holidays and summer break.

To find a Licensed Family, Group or School Age Child Care Program you can search by both geographic area and child care program type at: https://eecclear.force.com/EEC_ChildCareSearch

Questions about SNAP Path to Work or DTA SNAP Child Care? Call (888) 488-0255 to speak with a DTA SNAP Path to Work Specialist. This institution is an equal opportunity provider.

Massachusetts operates a voluntary SNAP E&T program and thus does not have a need to exempt clients from mandatory E&T if participant reimbursements are not available. However, the State will continue to explore ways in which to fund additional supports and to connect E&T participants with existing supports that address barriers to employment and are available outside of the SNAP Path to Work program.

X. Referral to E&T

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

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)?

General information about the option to participate in the SNAP Path to Work program is included on several DTA notices, including SNAP application and recertification approval letters and all ABAWD notices. Such notices provide information about the SNAP E&T website and how to contact a SNAP E&T Specialist via the SNAP Path to Work Line.

While most eligibility workers do not make direct referrals to the SNAP Path to Work program, at a minimum, while screening for work requirement status, eligibility workers are asked to explain that clients may elect to participate in the SNAP Path to Work program on a voluntary basis regardless of exemption status. Interested clients are advised to visit to SNAP Path to Work website and provided with contact information for the SNAP E&T unit (toll free SNAP E&T Line). Eligibility workers may also make warm hand offs to a SNAP E&T Specialist if a client is ready to enroll, would like help exploring their options, or has questions about the program.

Most formal SNAP Path to Work enrollments originate with a provider. After the provider enters the enrollment on PATH, an eligibility worker assigned to support the SNAP E&T unit, exports the pending enrollments and formally refers them to the SNAP E&T program by emailing SNAP E&T Specialists as appropriate.

To ensure that prospective and referred participants consistently receive accurate and useful information about E&T participation, the State is in the process of developing an informational flyer or brochure for providers and DTA staff to share with clients. At a minimum, this document will include information about the purpose and requirements of the program, how to access participant supports, grievance and nondiscrimination information, contact information for DTA E&T and eligibility staff, and information about the referral process. We expect the flyer to be finalized by the end of the end of the calendar year, if not sooner. In the meantime, participants are informed about next steps as part of the referral process.

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.?

With the reverse referral model, contracted SNAP E&T providers screen potential participants for likely SNAP E&T eligibility, share information about the program and the availability of provider and/or DTA issued participant supports/reimbursements, and collect PSI signatures as part of the screening process. Once an enrollment request has been approved, this information is conveyed to the participant by the provider. Additionally, the participant will receive the written documentation related to SNAP E&T that is described in the previous response.

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.

After referral, next steps vary based on the program to which the client has been referred. In some cases, the client has already participated in orientation and assessment activity with a provider prior to being enrolled in the SNAP Path to Work program. * In other cases, orientation activities occur after enrollment. Orientation may be conducted individually or in a group setting and typically consists of a verbal overview of the program goals and schedule, an explanation of what is expected of program participants, and the consequences of noncompliance. A participation plan is established. In many cases the participant will receive a program specific agreement or handbook. Depending on the nature of the program placement testing and/or other testing may be required. Some programs will require participants to present immunization or other verifications as a condition of participation.

*** Note:** Only costs incurred on or after the E&T approval date are eligible for SNAP E&T reimbursement.


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?

Enrollment requests are entered by providers on the PATH system. After the prospective participants have been formally referred to the SNAP Path to Work program by an eligibility worker, a SNAP E&T Specialist reviews and dispositions the enrollments on PATH, which prompts a notification to the provider that the enrollment has been approved or denied. An explanation must be entered in the review comments when an enrollment is not approved. Approved enrollments are also documented on BEACON, including information about whether the program is considered qualifying activity for the purpose of meeting the ABAWD work rules.

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?

On the rare occasions when a referral originates with DTA, an E&T Specialist will refer the client to a provider verbally or via secure email. Once the provider has communicated with the client and both parties have agreed to proceed with the enrollment, the provider submits the PSI and participation plan via PATH where it is addressed by SNAP E&T staff.

More common than a formal referral from DTA, is that a prospective participant expresses interest in a program via the SNAP Path to Work website by filling out the *Learn More About This Provider* form (see below). After confirming that the person who completed the form is a potential SNAP Path to Work participant, a DTA SNAP E&T Specialist will share the entered information with the provider who will reach out to the client to explore possible program enrollment and initiate the reverse referral process if appropriate.

 Learn More About This Provider

Enter your information below to request contact from this provider. To contact DTA with questions about your case, call 1-877-382-2363.

Your name

Your Phone

Your Email

Disclaimer

☐ By submitting this contact form, I consent to this SNAP Path to Work Provider using the contact information provided to contact me regarding any inquiries or issues identified in this form. I also confirm that I have not submitted personal and/or confidential information that I do not wish DTA or a SNAP Path to Work Provider to access. The information collected in this form is protected in accordance with our website's privacy policy.

Submit

XI. Assessment

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

Does the State require or provide an assessment?

- ☒ Yes (*Complete the remainder of this section.*)
- ☐ No (*Skip to the next section.*)

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)

Contracted SNAP Path to Work providers are required to assess potential participants as part of the provider screening/intake process unless the participant has been assessed previously by the provider and has engaged in the provider's services within the last 90 days.

DTA does not dictate, however, the method of assessment. Some providers enter the client responses to assessment questions on PATH while speaking with the client. Others complete the paper version of DTA's assessment with the client and subsequently enter responses on PATH. In many cases, providers use their own assessments that include the information required by DTA, entering the required information on PATH as part of the formal enrollment process.

Through this assessment the provider explores and records information about the participant's employment status, education level, technical skills and certifications, licenses, marketable skills and other qualifications, areas of interest, barriers to working or training, languages the participant speaks, reads and/or writes, and how the he or she learned about the SNAP Path to Work program.

Assessment data is stored on the PATH system and can be accessed by State and provider staff who have PATH privileges. Provider staff can only access the participation data of clients for whom they have a valid PSI form.

Depending on the nature of the program, many providers also conduct more robust assessments and/or testing as part of their intake process and/or ongoing services. Some examples of provider issued assessments include [TABE](#) testing, [ACT WorkKeys Curriculum](#), [ACT WorkKeys - National Career Readiness Certificate](#), writing samples, ESOL Oral Placement Tests, and other tools to assess math, literacy, and/or language skills, job readiness, and training specific readiness.

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.

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: Reporting possible good cause to DTA and requesting DTA funded transportation support on behalf of clients

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 services are required in conjunction with SNAP E&T program activities. All E&T programs must consist of both case management and at least one E&T component.

Approval of an organization's SNAP Path to Work program budget(s) and inclusion in the State's SNAP E&T State plan are dependent on the provider's attestation that at least the minimum required case management will be delivered.

Providers are given the choice to include case management activity and costs as a part of an E&T component budget (embedded case management) or to deliver, track and claim for case management activity separately. *

SNAP Path to Work case management is generally embedded in traditional E&T programming; in such cases, a separate case management referral and enrollment process is unnecessary. The participant automatically receives case management as part of the E&T component for which they have been approved.

When case management activity is delivered and tracked separately from traditional E&T programming, the client must be enrolled in and approved for case management in conjunction with a traditional E&T component.

A third option is for basic case management to be included in other components and to also enroll clients in separate, more robust, case management as needed. Participants will be enrolled in both training and case management activity on PATH.

*Case management costs are reimbursable only when supporting traditional SNAP E&T activities. Enrollment in case management without a training/education component enrollment is not allowed.

At a minimum, case management services include such things as comprehensive intake assessments, individualized service plans, progress monitoring, reporting possible good cause to DTA, and coordination with service providers when applicable. Providers with the capacity to do so may provide participants who need it with more robust case management, which may include meeting with a case manager more frequently than is required, certain assessments, referrals to help address homelessness (or lack of stable housing); domestic violence; substance abuse; mental and physical health issues; dependent care challenges; financial insecurity; individual or family CORI or court involvement; lack of confidence, and/or other participant specific barriers to employment. While case management may also include referrals to activities and supports outside of the SNAP E&T program, SNAP Path to Work providers are aware that only case management services and activity that directly supports an individual's participation in the E&T program qualify for SNAP E&T reimbursement and that case management is not reimbursable activity on its own (must accompany traditional E&T programming).

All providers have attested that case management is included as part of the SNAP Path to Work programming to be offered in FFY 2025 by checking the case management box when submitting program budgets for the year.

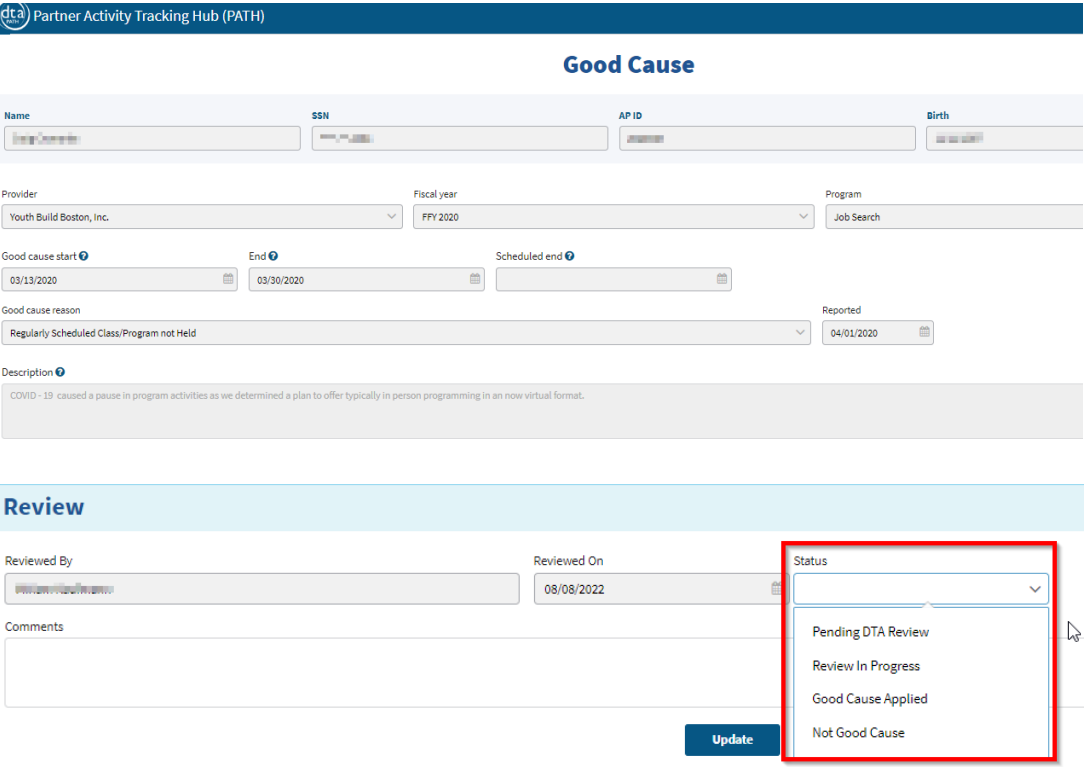
The screenshot shows a web form titled "Budget (New)". It contains several sections for data entry:

- Provider:** A dropdown menu with "Department of Transitional Assistance" selected.
- Fiscal year:** A dropdown menu with "FFY 2025" selected.
- Program/Support:** A dropdown menu with "Example Budget" selected.
- Reimbursement model:** A dropdown menu with "50-80%" selected.
- Status:** A dropdown menu with "Draft" selected.
- Replacement:** A dropdown menu.
- Checkboxes:**
 - ☐ Copied Budget
 - ☐ Replaced Budget
 - ☐ Initial Review
 - ☐ Refugee training
 - ☒ Case management (highlighted with a red box)
 - ☐ Job search
 - ☐ WIOA Program
 - ☐ Veterans Program
 - ☒ ABAWD Qualifying
- Duration Of Program:** A text input field with "10 weeks" entered.
- Details:** A link at the bottom left.

Time spent engaged in case management activity will vary based on participant needs and programmatic differences. Case management activity may be delivered in person, virtually, or via a hybrid model.

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:

<p>SNAP eligibility staff:</p>	<p>Provider staff do not typically communicate with SNAP eligibility staff directly. Their main DTA contact is the DTA SNAP E&T Specialist assigned to their organization. The E&T Specialist may connect a provider to the SNAP case manager who supports the SNAP E&T unit if there are questions or concerns that are best handled by an eligibility worker. Additionally, when a provider attests to the fact that they have secured a signed <i>Permission to Share Information (PSI)</i> form and enters the signature date on PATH, this information is also made available via BEACON, allowing other DTA staff to view the permission granted by the signed PSI should the provider reach out to someone else at DTA.</p> <p>Providers also can report possible good cause on behalf of a SNAP Path to Work participant via the PATH system. The SNAP E&T unit case manager views good cause reports via PATH and takes the appropriate action (e.g., apply good cause, reach out to the client for more information or verification, or determine that good cause does not apply). Once addressed the status of the good cause report is documented on both BEACON and PATH.</p> 
<p>State E&T staff:</p>	<p>Provider staff exchange information with their assigned DTA E&T Specialist:</p> <ul style="list-style-type: none"> • via the PATH system (enrollment requests, requests for participant supports, participation plan updates, reporting outcomes, etc.) • email (must be sent securely if it contains personally identifiable information (PII)) • by phone

	<ul style="list-style-type: none"> • via Teams, Zoom or other virtual meeting platform • in person as appropriate
Other E&T providers:	<p>Information about client participation and progress in the SNAP Path to Work program can be shared with other providers via the PATH system.</p> <p>With client permission via the PSI form, PATH users can see past and current SNAP Path to Work enrollments (enrollment data, participation status, case notes, reported outcomes, etc.) related to shared clients.</p> <p>Otherwise, providers may communicate with one another via email or phone.</p> <p>SNAP Path to Work providers are encouraged to explore programming offered by others in the network via the SNAP Path to Work Catalog of Provider Services and snappathtowork.org. Program descriptions include information about program contacts for referral purposes.</p> <p>Providers may also ask DTA or UMass Chan to post announcements on their behalf in the Upcoming Events and Announcements section of PATH to share information about new programming, job fairs and other events with other training providers. DTA and UMass Chan also use this feature to share DTA announcements, information about resources, client employment opportunities, etc. with providers.</p> <p>It is not uncommon for E&T staff to connect two providers when there is an opportunity for collaboration or when one provider might learn something from the other (share best practices, etc.).</p>
Community resources:	<p>Provider organizations are informed that while case management may include referrals to activities and supports outside of the SNAP E&T program, only case management services and activity that directly support an individual's participation in the E&T program qualify for SNAP E&T reimbursement.</p> <p>DTA does not dictate how providers communicate with community resources. Presumably, providers reach out to other organizations via phone or email, and with the client's permission.</p>

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

Case management activity is tracked via the PATH system in the form of assessment data, the creation of an activity plan, documentation of participation hours, reports of possible good cause and outcomes and case notes. As many providers have their own software/systems for documenting program participation and progress, DTA does not require providers to duplicate efforts by double entering routine case notes

but has asked for at least major milestones and anomalous activity to be recorded on PATH. Documentation of case management activity and case notes stored outside of the PATH system will be reviewed during the annual site visit and other program reviews.

While most providers currently offer education/training and case management in house, the PATH system was designed to facilitate provider communication and co-enrollment. DTA will continue to seek partners with the means to provide more robust case management and to encourage and support provider partnerships that benefit program participants.

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.

Does the State agency offer a conciliation process?

☐ Yes (Complete the remainder of this section.)

☒ No (Skip to the next section.)

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

N/A

What is the length of the conciliation period?

N/A

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).

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.

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

- ☐ Yes
- ☒ No

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

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

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

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.

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.

SNAP E&T Providers are encouraged to report possible good cause on behalf of SNAP Path to Work participants via the PATH system. The SNAP E&T unit case manager views good cause reports via PATH and takes the appropriate action (e.g., applies good cause, reaches out to the client for more information or verification, determines that good cause does not apply). Once addressed the status of the good cause report is documented on both BEACON and PATH.

All SNAP eligibility staff must explore whether good cause might apply when general SNAP and/or ABAWD work requirement noncompliance becomes known, to the extent possible under simplified reporting policies and procedures. If client contact is not possible, good cause should be explored at recertification or the next client contact.

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

Generally, good cause for not meeting the general SNAP work requirements exists when suitable child care is unavailable, when there is a family crisis or emergency, or when there is an employment situation or an offer of employment that is unreasonable. Verification of good cause is required. The following are the specific requirements of each type of good cause. These good cause criteria also apply to the ABAWD Work Rules, unless otherwise specified.

Child Care Is Unavailable

Good cause exists when suitable state-standard child care is totally unavailable, or is unavailable during the individual's hours of training or employment, including

additional commuting time. Good cause also exists when arrangements for child care have broken down or have been interrupted or when suitable child care is unavailable for children with special needs.

The unavailability, breakdown, or interruption of suitable, state-standard child care must be verified by a written, dated and signed statement from an appropriate official of the designated agency under contract with the Department - or from the child care provider if the child care is not provided through a designated agency under contract with the Department - stating that such services are unavailable in the area, are unavailable during the hours of the individual's employment or training, or have been interrupted.

If these child care services are otherwise available, the client may not refuse to utilize a child care facility that provides suitable state-standard child care within a reasonable distance from the client's home.

Unavailability of suitable child care for children with identified special needs, or for children with other special needs must be verified by:

- a written, dated, and signed statement from a competent medical authority, or appropriate school official, with the child's specific needs; and
- a written, dated, and signed statement from the designated agency under contract with the Department stating that such special needs child care services are unavailable, within reasonable proximity, to the client and his or her family.

Crisis or Emergency Situation

The client, a member of the client's immediate family, or anyone whose relationship to the client makes it appropriate for the client to provide care or support during a crisis or emergency situation, suffers a family crisis or emergency situation or other compelling circumstances, beyond the control of the client that:

- demands the client's immediate attention
- can only be attended to by the client; and
- can only be attended to by the client during the hours of his or her employment or work activity

Crisis or emergency situations include, but are not limited to:

- a death
- a health emergency
- domestic violence; or
- a child's school problem

The occurrence of a serious family crisis, an emergency situation, or other compelling circumstances, must be verified by:

- a written, dated, and signed statement from the client describing the crisis, emergency situation or other compelling circumstances and a collateral contact with another person or organization involved in the situation. To the extent possible, the collateral contact must be with a third party who is not a family member. The statement from the client must be in writing; it cannot be provided via verbal or telephonic self-declaration.

Survivors of domestic violence are to be referred to the office's assigned Domestic Violence (DV) Specialist so that they may receive information about available domestic violence services. Clients are not required to meet with or speak with a DV Specialist.

Unreasonable Employment

The employment or offer of paid employment is at a wage level below whichever of the following is the highest rate:

- the applicable federal minimum wage
- the applicable state minimum wage; or
- 80 percent of the federal minimum wage, if neither the federal nor the state minimum wage applies to the job, the applicable federal or state minimum wage laws, or the prevailing rate for similar work, whichever is applicable; or it exceeds the daily or weekly hours of work customary to the occupation.

The employment, offer of employment, or activity:

- discriminates in terms of age, sex, race, religion, ethnic origin, or physical or mental disability
- is available due to a strike or lockout
- causes an unreasonable risk to health and safety
- has working hours or the nature of the employment interferes with the client's religious observances, convictions, or beliefs; or
- where the employment would require travel time in excess of two hours, not including the time necessary to transport family members to a school or a place providing care, or, if walking, the round trip distance is more than two miles

To verify that employment or an offer of employment:

- is below the applicable federal or state minimum wage, or exceeding the customary daily and weekly hours of work must be verified by a written, dated, and signed statement (i.e., it cannot be provided via verbal or telephonic self-

declaration) from the client and, if appropriate, by a collateral contact with the employer by the Department

- discriminates on the basis of age, sex, race, religion, ethnic origin, or physical or mental disability must be verified by a written, dated, and signed statement from the client (i.e., it cannot be provided via verbal or telephonic self-declaration) and, if appropriate, by collateral contact with the employer by the Department
- is due to a strike or lockout must be verified by a written, dated, and signed statement from either the collective bargaining representative or the employer

Voluntary Quit Good Cause Reasons

Good cause for leaving employment includes the causes listed below as well as the good cause reasons for the general SNAP work requirements listed above:

- work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule
- acceptance of other employment by the household member or enrollment at least half-time in any recognized school, training program or institution of higher education that requires the household member to leave employment
- acceptance of employment by the household member or enrollment at least half-time in any recognized school, training program or institution of higher education that requires the household to move and the household member to leave employment
- resignations by clients under the age of 60 when the resignation is recognized by the employer as retirement
- employment becomes unsuitable after acceptance of such employment, as noted above
- acceptance by the household member of a bona fide offer of employment of more than 20 hours per week or in which the weekly earnings are at least equivalent to the federal minimum wage multiplied by 20 hours when, because of circumstances beyond the household member's control, the employment subsequently either does not materialize or results in employment of less than 20 hours per week or weekly earnings of less than the federal minimum wage multiplied by 20 hours; and
- the leaving of employment by the household member in connection with patterns of employment in which workers frequently move from one employer to another, such as migrant farm labor or construction work. There may be some circumstances when households will apply for SNAP benefits between jobs particularly in cases where work may not yet be available at the new job site. Even though employment at the new site has not actually begun, the quitting of the previous employment must be considered as with good cause if it is part of the pattern of that type of employment.

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.

Clients participate in the SNAP Path to Work program on a voluntary basis and are not penalized for failure to participate in the program.

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.

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

If a provider determines that a referred E&T participant is not a good fit for a particular E&T component, s/he must inform DTA (via telephone or secure email) within 10 days of making the determination. The reason for the determination must be provided. While provider determinations are received by the DTA SNAP E&T Specialist who supports that provider, they must be addressed in collaboration with the SNAP E&T unit case manager.

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

The SNAP E&T unit case manager will contact the client (via telephone) within 10 days of receiving a provider determination to explain what a provider determination is, the next steps the State agency will take as a result of the provider determination, and to provide contact information for the State agency. If the client is subject to the ABAWD time limit, the SNAP case manager must explain that the client will accrue countable months (Strikes) the next full benefit month after the month during which the State agency notifies the ABAWD of the provider determination, unless the ABAWD fulfills the work requirements in accordance with 7 CFR 273.24, or has good cause, lives in a waived area, or is otherwise exempt. As appropriate, possible exemptions from SNAP Work Rules will be explored during this call.

The conversation will be documented in the form of a BEACON narrative and as a PATH Case Note.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs

associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

<p>I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Note: These participant and cost estimates consider only SNAP E&T reimbursed supports. Provider and State issued supports that are not supported by E&T funds are not reflected in these totals.</p> </div>	<p>It is estimated that as many as 1,219 unique participants may receive SNAP E&T funded participant supports in FFY 2025. It is difficult to estimate the unduplicated number of participants that will receive supports (reimbursements) as supports are administered on an as needed basis and some participants will need and receive several different supports (transportation support and test/certification fees, for example, while others will not). Additionally, transportation costs vary by region and program, which vary in duration (some programs run for one month, while others run for 6 months or more).</p>
<p>II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.</p>	<p>489</p>
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	<p>\$587,907.40</p>
<p>IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)</p>	<p>\$48,992.28</p>
<p>V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)</p>	<p>\$100.19</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.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Transportation - provider issued	N/A	SNAP Path to Work providers with an approved PS-Trans/Other budget (Found in Translation, Root NS, Saint Francis House, Inc. & PLA	Varies: Examples include weekly or monthly bus passes; gas cards and cab/ride share services.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
		University (dba Skilled US))	
Transportation-DTA issued	N/A	<p>Department of Transitional Assistance</p> <p>SNAP Path to Work providers submit requests to DTA on behalf of participants via the PATH system.</p>	<p>Requests are reviewed by DTA E&T staff. Approved requests result in a cash payment (monthly amount based on average transportation costs in the county in which the participant lives) being made available via the household's EBT card. A letter is issued to the household explaining the purpose of the payment, the one-month period for which the payment has been issued, and how to access the funds.</p>
Dependent Care - provider issued	Up to the actual cost of dependent care or the applicable payment rate for childcare, (as established in accordance with the Child Care and	SNAP Path to Work providers with an approved PS-Dependent Care budget	Varies based on participant need. Provider reimburses participant for actual costs paid to babysitters,

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
	<p>Development Block Grant provisions of 45 CFR 98.43), whichever is lowest.</p> <p>The provider only qualifies for E&T reimbursement when funding dependent care that is not already covered by an EEC voucher. For example, while a participant is in the process of securing EEC care or when the client is participating in classes outside of the hours covered by the voucher (evening or Saturday classes, for example).</p>	(Found in Translation & PLA University (dba Skilled US))	child care centers, etc. Sometimes, care is provided in house by the SNAP Path to Work provider organization.
Dependent Care- DTA issued (SNAP E&T funds are not used)	The applicable payment rate for childcare, (as established in accordance with the Child Care and Development Block Grant provisions of 45 CFR 98.43)	Department of Early Education and Care (EEC)	DTA E&T specialist submits referral to EEC through CCR&R on behalf of SNAP Path to Work Participants. Eligible participants receive a voucher for twelve months of EEC child care with no parent fee.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Educational/ Credential Test and Licensing Fees	N/A	SNAP Path to Work providers with an approved PS- Trans/Other budget (PLA University (dba Skilled US))	
Books and Supplies	N/A	SNAP Path to Work providers with an approved PS- Trans/Other budget (PLA University (dba Skilled US))	Varies. Item may be purchased on behalf of participant or participant may be reimbursed for purchase.
Technology	N/A	SNAP Path to Work providers with an approved PS- Trans/Other budget (Found in Translation, International Institute of New England, Inc.)	Varies by provider. Examples: Leased or loaned laptops/ Chromebooks/ tablets and/or mobile hotspots for those without access
Clothing/Uniforms	N/A	SNAP Path to Work providers with an approved PS- Trans/Other budget (Interseminarian- Project Place, Inc., Root NS Inc., & PLA University (dba Skilled US))	Varies by provider. Clothing required for programming or for interviews (may include shoes and outerwear). Item may be purchased on behalf of participant or participant may be reimbursed for purchase.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
<p>Note: The amount budgeted for participant supports as part of this plan does not reflect all supports that SNAP Path to Work participants receive. Provider issued supports that are paid for using funds that do not qualify for federal SNAP E&T reimbursement are not reflected, such as:</p> <ul style="list-style-type: none"> • Transportation assistance that may be provided to certain E&T participants through the Massachusetts Bay Transportation Authority (MBTA) Youth Pass Program • Federally funded provider issued supports <p>Additionally, many providers offer benefits that would qualify as supports were they issued on an as needed basis, but they issue these benefits to all program participants (included in their standard cost of program operation). For example, if test fees are included in the standard tuition, regardless of SNAP status or individually identified need, this assistance would not be considered an E&T reimbursement but an administrative cost. SNAP Path to Work providers are required to budget for and track support costs separate from general program costs when issued on a case-by-case basis to remove barriers to participation.</p> <p>100% of SNAP Path to work participants may access DTA issued transportation support as needed and/or free child care in the form of an EEC child care voucher if needed.</p> <p>While only 11% of contracted SNAP Path to Work providers have submitted FFY 2025 budgets for participant supports, another 87% report that they regularly provide participants with one or more supports for which they are not seeking SNAP E&T reimbursement (i.e. transportation, clothing, books and/or other supplies, that are not supported by reimbursement eligible funding or educational/credential test and licensing fees that are paid on behalf of all program participants and thus classified as general program costs).</p>			

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

Childcare payment rates can be found here: <https://www.mass.gov/service-details/daily-reimbursement-rate-for-early-education-and-care-programs>

Approved rate increases retroactive to July 1, 2023: [Massachusetts to Boost Reimbursement Rates for Child Care Providers | Mass.gov](#)

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

When a child care referral is made, participants are provided with information about [how to locate and secure the child care that is right for their family](#). If a potential participant needs help locating suitable dependent care through EEC, DTA SNAP E&T Specialists and/or Full Engagement Workers will assist to the extent possible. If prevented from participating in the program due to lack of child care, participation may be delayed. As Massachusetts operates a voluntary program, clients are not penalized for failing to participate in the SNAP Path to Work program.

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.

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.

The work registrant count is extracted from the BEACON eligibility system based on individual SNAP client coding.

To determine the unduplicated count of work registrants in Massachusetts as of October 1st the total number of work registrants on the first day of the federal fiscal year are identified by determining the total population of SNAP participants (applicants and recipients) between the ages of 16 and 59 (inclusive), excluding those who meets exemption criteria identified at 7 CFR 273.7(b)(1).

Describe measures taken to prevent duplicate counting.

To determine the unduplicated count of work registrants in Massachusetts throughout the federal fiscal year:

1. The total number of work registrants on the first day of the federal fiscal year are identified by determining the total population of SNAP participants (applicants and recipients) between the ages of 16 and 59 (inclusive), excluding those who meets exemption criteria identified at 7 CFR 273.7(b)(1).
2. A list of the work registrants identified above is maintained.

3. On the last day of each month thereafter, the total number of new work registrants for the month is determined by:

- determining the total population of SNAP participants (applicants and recipients) between the ages of 16 and 59 (including 16 and 59), excluding those who meets exemption criteria identified at 7 CFR 273.7(b)(1); and
- comparing the resulting list to the previous lists for the fiscal year, filtering out anyone who appeared previously, to ensure that individuals who register more than once during the program year are counted only once.

For example:

At the end of October new work registrants are identified and counted. New registrants may be non-exempt people who became active on SNAP or people whose work requirement status has changed. Those who were already counted as part of the 10/01 list of registrants are excluded from the count. At the end of November, new work registrants are identified and counted, excluding those already counted on the 10/01 list or as a new registrant in October. At the end of December, new work registrants are identified and counted, excluding those already counted on the 10/01 list or as a new registrant in October or November. This continues monthly for the remainder of the federal fiscal year.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

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

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
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

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

DTA's Partner Activity Tracking Hub (PATH system)

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

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

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.*

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

SNAP Path to Work providers are asked to record the following outcomes through the Partner activity Tracking Hub (PATH system) as they become known to them:

- E&T participant secures new employment
- E&T participant is promoted
- E&T participant obtains a certification or license
- E&T participant obtains a degree/equivalency or achieves an education level
- Other achievements, success stories and client testimonials (optional)

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

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

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

N/A

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

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Example: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<i>Example: Numerator will include those participants who obtained employment after completing</i>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		<p><i>component during the period of 10-1-2019 to 9-30-2020</i></p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i></p>
Supervised job search (SJS)	The number and percentage of supervised job search participants who are known to have been employed during the second or fourth quarter after completion of participation in E&T.	<p>Numerator will include those supervised job search participants who are known to have been employed during the second or fourth quarter (based on DUA wage match) after completion of participation in E&T during the period of 10/1/2024 to 9/30/2025.</p> <p>Denominator will include the number of supervised job search participants that completed participation in E&T during the period of 10/1/2024 to 9/30/2025.</p>
Job search training (JST)	The number and percentage of job search training participants who are known to have been employed during the second or fourth quarter after completion of participation in E&T.	<p>Numerator will include those job search training participants who are known to have been employed during the second or fourth quarter (based on DUA wage match) after completion of participation in E&T during the period of 10/1/2024 to 9/30/2025.</p> <p>Denominator will include the number of job search training participants that completed participation in E&T during the period of 10/1/2024 to 9/30/2025.</p>
Job retention (JR)	The number and percentage of job retention participants who are known to have been employed	Numerator will include those job retention participants who are known to have been employed during the second and/or fourth

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
	during the second or fourth quarter after completion of participation in E&T.	<p>quarter (based on DUA wage match) after completion of participation in E&T during the period of 10/1/2024 to 9/30/2025. Participants employed in both quarters will be reflected in the outcome report once.</p> <p>Denominator will include the number of job retention participants that completed participation in E&T during the period of 10/1/2024 to 9/30/2025.</p>
<p>Education –</p> <p>Basic Education and/or Foundational Skills Instruction (including High School Equivalency programs) (EPB)</p> <p>Career and/or Technical Education Programs or Other Vocational Training (EPC)</p> <p>English Language Acquisition (EPEL)</p> <p>Educational Program, Work Readiness Training (EPWRT)</p>	The number and percentage of Education participants who are known to have attained a level, degree, license or certification during program participation or after early termination or completion of the component.	<p>Numerator will include those participants who are known to have attained a level, degree, license, or certification (based on provider report) during program participation or after early terminating from or completing an education component during the period of 10/1/2024 to 9/30/2025.</p> <p>Denominator will include the number of participants that early terminated from or completed participation in an education component 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).
Work based learning, Transitional Jobs, Subsidized by (E&T WBLTJ SUB)	The number and percentage of work experience participants who are known to have obtained new employment or promotion during program participation or after early termination or completion of the component.	<p>Numerator will include those participants who are known to have obtained new employment or promotion (based on provider report) during program participation or after early terminating from or completing a work experience component during the period of 10/1/2024 to 9/30/2025.</p> <p>Denominator will include the number of participants that early terminated from or completed participation in a work experience component during the period of 10/1/2024 to 9/30/2025.</p>
	The number and percentage of work experience participants who are known to have been employed during the second or fourth quarter after completion of participation in E&T.	<p>Numerator will include those work experience participants who are known to have been employed during the second or fourth quarter (based on DUA wage match) after completion of participation in E&T during the period of 10/1/2024 to 9/30/2025</p> <p>Denominator will include the number of work experience participants that completed participation in E&T during the period of 10/1/2024 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.

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 st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

Where will the State agency offer qualifying activities?

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

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.

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

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

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

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.

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).

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.

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.)

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

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

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	

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

Table F.III. Available Qualifying Activities

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

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

Table F.IV. Estimated cost to fulfill the pledge

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

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

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G. Component Detail

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

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

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>To be approved to deliver supervised job search under the SNAP Path to Work umbrella (as an approved location) an organization must demonstrate that the criteria below will be met and that program participants are likely to find a job through the activity.</p> <p>Supervised job search activity:</p> <ul style="list-style-type: none"> • is delivered through SNAP Path to Work Provider organizations or MHCCs but may be conducted remotely, in-person or via hybrid model • participants must have access to the tools and materials to perform a successful supervised job search, including but not limited to, access to computers and internet service, transportation support or virtual tools such as websites, portals, or web applications to access supervised job search services • may be conducted independently or within a group setting • must be supervised and tracked, either remotely or in-person, by an individual who has the necessary knowledge and skills to guide and support the participant through a successful job search • Supervision can occur synchronously or asynchronously with respect to the participant's job search activities; and • must include at least monthly check-ins. <p>The State does not prescribe the specific method that providers must use to supervise and track client hours. Some providers have manual attendance records while others have participation tracking software. Providers report participation hours to DTA as part of the monthly Client Eligibility Listing (CEL) process.</p>
Direct link	<p>SNAP E&T staff, UMass Chan, and providers use publicly available regional labor market blueprints, dynamic labor market tools, MassTalent, Department of Economic Research Equity Dashboards, and other sources to ensure that components offered under the SNAP Path to Work</p>

	umbrella meet participant and State or local workforce needs.
Target population	Work ready, job seeking SNAP applicants and recipients
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p> <p>Examples of provider specific criteria for participation include: Level 6+ ESOL, must have completed another E&T program with the provider, must be ready, willing, and able to begin working at least part-time (20 hrs/ week), 6th Grade Reading/Math, must have H.S. Diploma, GED or HiSet.</p>
Geographic area	See below.
E&T providers	<p>Community Servings, Inc: Jamaica Plain/Boston area</p> <p>Community Workshops, Inc.: Greater Boston area</p> <p>Found In Translation: Greater Boston area</p> <p>Holyoke Community College: Holyoke, Springfield, Western MA</p> <p>Jewish Vocational Services: The Greater Boston area</p> <p>Lawrence Community Works: Lawrence/Lowell area</p> <p>Operation A.B.L.E.: Greater Boston area</p>

Projected annual participation	219
Estimated annual component costs	\$301,146.95

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

Details	Job Search Training (JST)
Description of the component	<p>Job search training strives to enhance the job readiness of the participants by providing instruction in job search techniques and increasing motivation and self-confidence. This may include direct training or support activities such as skill assessments, training in techniques for employability, counseling, information on available jobs, occupational exploration, including information on local, emerging and in demand occupations, mock interviews, job fairs, life skills, guidance, and motivation for development of positive work behaviors necessary for the labor market or job placement services. Participants learn behaviors associated with job search success (e.g., identification of skills/interests, obtaining interviews, updating resumes, and developing good work habits).</p>
Target population	Motivated, job seeking SNAP applicants and recipients
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p>

	Examples of provider specific criteria for participation include: English language learner, 5th grade reading level, must possess conversational English skills, prior participation in another SNAP E&T component with the provider, residency requirements.
Geographic area	See below.
E&T providers	<p>Boston Chinatown Neighborhood Center: Boston area</p> <p>Breaktime United, Inc.: Boston area</p> <p>Community Workshops, Inc.: Greater Boston area</p> <p>Greater Lawrence Community Action Council: Lawrence area</p> <p>House of Peace & Education, Inc.: Gardener and Winchendon</p> <p>Interseminarian-Project Place, Inc.: Boston area</p> <p>Jewish Vocational Services: The Greater Boston area</p> <p>La Colaborativa, Inc.: Chelsea area</p> <p>MassHire Career Centers: Statewide</p> <p>Mothers for Justice and Equality Inc: Roxbury area</p> <p>Operation A.B.L.E.: Greater Boston area</p> <p>PLA University Inc. (dba Skilled US): Boston and Cambridge areas</p> <p>Saint Francis House: Boston</p> <p>UTEC, Inc.: Lowell</p> <p>WayFinders, Inc: Hampden & Hampshire counties</p>
Projected annual participation	1716
Estimated annual component costs	\$3,029,180.77

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

Details	Job Retention (JR)
Description of the component	<p>The job retention component provides support services for a period of 30 to 90 days to individuals who have secured employment.</p> <p>Based on client needs, retention services may include regular in-person and/or virtual check ins with the working client and may include employer consultation, job coaching and supports and typically transportation assistance.</p> <p>Providers must agree to provide retention services for at least 30 days to be approved to offer the component under the SNAP Path to Work umbrella. When creating a job retention activity plan on PATH, the provider receives a pop-up reminder regarding allowable job retention duration. Participation status and hours are reported to DTA as part of the monthly CEL process. As the State's E&T program is voluntary, participants are not penalized for dropping out of E&T programming prior to the scheduled end date.</p>
Target population	Employed current and former SNAP E&T participants who secured employment during or after E&T participation.
Criteria for participation	<p>To qualify for enrollment, the client must have:</p> <ul style="list-style-type: none"> • secured employment after or during SNAP E&T participation; and • received SNAP in the month of or the month prior to enrolling in job retention services. <p>Clients may receive job retention services after closure of their SNAP case unless the individual became ineligible due to failure to comply with the general work requirement or an intentional program violation. The participant must have secured employment after or while receiving other E&T services. There is no limit to the number of times an individual may receive job retention services so long as the individual has re-engaged with E&T prior to obtaining new employment.</p>
Geographic area	See below.

E&T providers	Angels-Net Foundation Inc: West Boylston Boston Chinatown Neighborhood Center: Boston area Community Resource Link (dba Career Training Academy): Lawrence area Community Servings, Inc.: Jamaica Plain/Boston area Community Workshops, Inc.: Greater Boston area Lawrence Community Works: Lawrence/Lowell area v Operation A.B.L.E.: Greater Boston area PLA University Inc. (dba Skilled US): Boston and Cambridge areas Roca, Inc.: Boston, Chelsea, Holyoke, Lynn, & Springfield WayFinders, Inc.: Hampden & Hampshire counties Hampden & Hampshire counties
Projected annual participation	449
Estimated annual component costs	\$261,480.76

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

Details	Self-Employment Training (SET)
Description of the component	Self-employment training is not currently offered under the SNAP Path to Work umbrella.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	Workfare (W)
Description of the component	Workfare is not currently offered under the SNAP Path to Work umbrella.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>Basic/Foundational Skills Instruction provides educational programs or activities that improve basic skills or otherwise improve employability or employment advancement potential.</p> <p>High school equivalency preparation classes prepare participants to take the HiSET/GED test, either taken directly through the provider or through an approved third-party source. Most providers offering this component will allow the client to take the test multiple times until passing.</p> <p>Since there is not a nationally recognized certificate or diploma for receiving Adult Basic Education (ABE) services, participants typically receive acknowledgement of level acquisition, certificates of completion and access to job opportunities. Progress is monitored using the Test of Adult Basic Education (TABE) and other testing.</p> <p>With improved basic skills, many participants will move on to other SNAP E&T programs and/or higher education upon completion. Most of these programs also include elements of job readiness as the development of skills is focused on improving workforce opportunities.</p>
Target population	SNAP applicants and recipients seeking HiSet/GED, improved reading, or math skills
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p>

Geographic area	See below
E&T providers	Holyoke Community College: Holyoke, Springfield, Western MA The Literacy Project, Inc.: Training offered in Amherst, Greenfield, Ware, Northhampton and Orange (Western MA) UTEC, Inc.: Lowell
Projected annual participation	122
Estimated annual component costs	\$631,519.24
Not supplanting	State education funds do not cover all secondary and post-secondary education and training programs. DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not used to supplant non-federal funds for existing educational services and will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established.
Cost parity	DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not used for costs that exceed the normal costs of service provided to persons not participating in the SNAP E&T program or to support training that is normally available to the public at no cost and will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established. When submitting program budgets for consideration, providers must report the number of participants to be served by the program as a whole and the number of anticipated SNAP participants, as well as total program costs and SNAP costs. This allows DTA and UMass Chan staff to calculate and compare SNAP participant costs with non-SNAP participant costs to ensure cost parity.

Education (EDUC)	High School Equivalency	100% SNAP Eligible	Boston	Full View
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Total			
Category (50/50%)	Total Program Cost	Total SNAP Costs	
FTE			1.25
Salaries	\$185,400.00	\$72,000.00	
Personal Benefits (Fringe)	\$42,271.20	\$16,416.00	
Program Operating Expenses	\$111,810.00	\$21,070.00	
Other costs	\$463.50	\$180.00	
Indirect costs	\$25,594.47	\$9,852.60	
TOTAL	\$365,539.17	\$119,218.60	
Number of clients served	30	12	

Funding Sources			
Salaries			
Title of Position	Copy to Fringe	Comment	
Head Teacher	<input type="checkbox"/>		
Teacher	<input type="checkbox"/>		
Client Service Manager	<input type="checkbox"/>		

	Total Program Cost	% FTE For SNAP EAT Only	Total SNAP Costs	Local Funds
Head Teacher	\$50,965.00	40.00%	\$19,800.00	\$19,800.00
Teacher	\$46,350.00	40.00%	\$18,000.00	\$18,000.00
Client Service Manager	\$50,985.00	30.00%	\$15,800.00	\$15,800.00

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

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	<p>Vocational Training programs aim to improve the employability of participants by providing academic and technical knowledge and skills needed to move into subsequent education or training or directly into employment. 55% of the programs to be offered under the SNAP Path to Work umbrella in FFY 2025 are Career/Technical Education Programs or other Vocational Training.</p> <p>A variety of occupational, remedial, and entry-level job skills training, customized training, institutional skills training, upgrade training and vocational education programs are available through the SNAP Path to Work network of providers.</p> <p>The 85 individual Vocational Training programs to be offered through the SNAP Path to Work program in FFY 2025 are independently operated. Some are offered in multiple locations or offer multiple tracks based on client interest and aptitude. Vocational Skills training participants will prepare for a variety of careers, in fields including but not limited to Pharmacy Technician, Certified Nursing Assistant, Personnel Care Attendant, Phlebotomy, Biotechnology, Culinary Arts, Hospitality, Medical Administration, Construction and Skilled Trades, Veterinary Assistant, Information Technologies, and Medical Interpreting. Most programs result in a certification or license. For fields for which there is no specific industry recognized certification, supporting certifications are provided so that a client is fully prepared to apply for the position—e.g., CPR/First Aid for Early Childhood careers,</p>

	ServSafe for culinary careers and OSHA certifications for Skilled Trade and Construction. Some programs also provide the opportunity for participants to earn college credits that can be applied if the participant elects to pursue a degree in the future. All providers assist with finding jobs at the completion of the program via either job search and/or job search training, referrals to MassHire Career Centers or other training providers, community partnerships, internships, apprenticeships and/or job placement. Skills trainings programs typically include at least some job readiness and preparation for applications through a formal secondary program or built into the skills training program itself.
Target population	SNAP applicants and recipients with varying needs and employment goals
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p> <p>Examples of provider specific criteria for participation include high school diploma or equivalency, CORI/SORI checks, the ability to lift a specific number of pounds, Immunization/Health records, placement testing, 8th Grade Reading/Math skills, Drug testing</p>
Geographic area	See below
E&T providers	<p>Berkshire Dream Center: Pittsfield</p> <p>Boston Chinatown Neighborhood Center: Boston area</p> <p>Cape Cod Community College: Hyannis, Cape Cod</p> <p>Catholic Charitable Bureau of the Archdiocese of Boston, Inc. (dba Catholic Charities, Inc.): Brockton and Boston</p>

	<p>Center for Community Health and Education Research & Service (CHHERS): Chinatown through the South End, Roxbury, Mission Hill, Jamaica Plain</p> <p>Community Resource Link (dba Career Training Academy): Lawrence</p> <p>Community Teamwork, Inc.: Lowell</p> <p>Community Workshops, Inc.: Greater Boston area</p> <p>Found In Translation: Greater Boston</p> <p>Gloucester Marine Genomics Institute: Gloucester area</p> <p>Greater Lawrence Community Action Council: Lawrence area</p> <p>Greenfield Community College (GCC): Greenfield area</p> <p>Holyoke Community College: Holyoke, Springfield, Western MA</p> <p>Jewish Vocational Services: The Greater Boston</p> <p>Just-A-Start Corporation: Boston/Cambridge areas</p> <p>Lawrence Community Works: Lawrence/Lowell area</p> <p>New England Culinary Arts Training: Boston area</p> <p>Northern Essex Community College: Haverhill area (Programming is fully remote)</p> <p>Notre Dame Education Center: Lawrence/Lowell area</p> <p>Operation A.B.L.E.: Greater Boston area</p> <p>Per Scholas, Inc.: Cambridge and Virtual services</p> <p>PLA University Inc. (dba Skilled US): Boston and Cambridge areas</p> <p>Quinsigamond Community College: Worcester and Central MA</p> <p>ROCA, Inc.: Boston, Chelsea, Lynn, Holyoke, and Springfield areas</p> <p>Root, NS: Essex County</p> <p>Springfield Technical Community College: Western MA/Springfield area</p> <p>The Latino Health Insurance Program, Inc.: Framingham, Boston, and virtual options.</p> <p>Training Resources of America, Inc.: Quincy and Worcester</p> <p>UTEC, Inc.: Lowell</p> <p>Wellspring House, Inc.: Gloucester</p> <p>Year Up, Inc. (dba Year Up United): Boston Area</p>
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	<p>Young Men's Christian Association of Greater Boston, Inc.: Greater Boston area</p> <p>YouthBuild Boston: Greater Boston area</p>
Projected annual participation	1728
Estimated annual component costs	\$9,606,184.72
Not supplanting	<p>State education funds do not cover all secondary and post-secondary education and training programs. DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not used to supplant non-federal funds for existing educational services and will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established.</p>
Cost parity	<p>DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not used for costs that exceed the normal costs of service provided to persons not participating in the SNAP E&T program or to support training that is normally available to the public at no cost and will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established.</p> <p>When submitting program budgets for consideration, providers must report the number of participants to be served by the program as a whole and the number of anticipated SNAP participants, as well as total program costs and SNAP costs. This allows DTA and UMass Chan staff to calculate and compare SNAP participant costs with non-SNAP participant costs to ensure cost parity.</p>

Education (EDUC)	High School Equivalency	100% Allocation	Boston	Full View
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Total			
Category (50/50%)	Total Program Cost	Total SNAP Costs	
FTE			1.25
Salaries	\$185,400.00	\$72,000.00	
Personal Benefits (Fringe)	\$42,271.20	\$16,416.00	
Program Operating Expenses	\$111,810.00	\$21,070.00	
Other costs	\$463.50	\$180.00	
Indirect costs	\$25,594.47	\$9,852.60	
TOTAL	\$365,539.17	\$119,218.60	
Number of clients served	30	12	

Funding Sources			
Salaries			
Title of Position	Copy to Fringe	Comment	
Head Teacher	<input type="checkbox"/>		
Teacher	<input type="checkbox"/>		
Client Service Manager	<input type="checkbox"/>		

	Total Program Cost	% FTE For SNAP EAT Only	Total SNAP Costs	Local Funds
Head Teacher	\$50,985.00	40.00%	\$19,800.00	\$19,800.00
Teacher	\$46,350.00	40.00%	\$18,000.00	\$18,000.00
Client Service Manager	\$50,985.00	30.00%	\$19,800.00	\$19,800.00

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

Details	English Language Acquisition (EPEL)
Description of the component	As they are independently operated by eight SNAP Path to Work providers, SNAP Path to Work's English Language Acquisition programs vary in duration and focus depending on the immediate goal of the participant. For example, some focus on refugees with an immediate need for basic English skills and cultural competencies that will allow them to secure employment quickly. Several are comprised of different levels with attainable and reasonable goals for the client to complete in the time allotted based on their skill level. While a diploma or certificate may not always be attained upon completion of intermediate level EPEL classes, client progress can be measured through advancement from level to level. The majority of programs focus on English language for the workplace and the language skills needed to advance out of entry-level positions or combine EPEL and skills training, allowing the client to market themselves as a multi-lingual worker with the required job skills.
Target population	SNAP clients seeking to learn English as a second or other language
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description</p>

	<p>on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p> <p>Examples of provider specific criteria for participation include placement testing</p>
Geographic area	See below.
E&T providers	<p>Angels-Net Foundation Inc: Worcester and West Boylston</p> <p>Boston Chinatown Neighborhood Center: Boston area</p> <p>Community Resource Link: Lawrence area</p> <p>Greater Lawrence Community Action Council: Lawrence area</p> <p>International Institute of New England: Greater Boston Area and Lowell</p> <p>Jewish Vocational Services: Statewide (remote)</p> <p>La Colaborativa, Inc: Chelsea area</p> <p>Lawrence Community Works: Lawrence/Lowell area</p> <p>Northern Essex Community College: Haverhill area (Programming is fully remote)</p> <p>The Latino Health Insurance Program, Inc.: Worcester, Framingham, and Jamica Plain.</p> <p>Young Men's Christian Association of Greater Boston, Inc.: Greater Boston area</p>
Projected annual participation	618
Estimated annual component costs	\$1,197,289.29
Not supplanting	State education funds do not cover all secondary and post-secondary education and training programs. DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not used to supplant non-federal funds for existing educational services and

will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established.

Cost parity

DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not used for costs that exceed the normal costs of service provided to persons not participating in the SNAP E&T program or to support training that is normally available to the public at no cost and will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established.

When submitting program budgets for consideration, providers must report the number of participants to be served by the program as a whole and the number of anticipated SNAP participants, as well as total program costs and SNAP costs. This allows DTA and UMass Chan staff to calculate and compare SNAP participant costs with non-SNAP participant costs to ensure cost parity.

Education (EDUC)

High School Equivalency

100% SNAP program

Boston

Add Row

Total

Category (50/50%)	Total Program Cost	Total SNAP Costs
FTE		1.25
Salaries	\$185,400.00	\$72,000.00
Personal Benefits (Fringe)	\$42,271.20	\$16,416.00
Program Operating Expenses	\$111,810.00	\$21,070.00
Other costs	\$483.90	\$180.00
Indirect costs	\$25,594.47	\$9,552.60
TOTAL	\$365,539.17	\$119,218.60
Number of clients served	30	12

Funding Sources

Salaries

Title of Position	Copy to Fringe	Comment	Total Program Cost	% FTE For SNAP E&T Only	Total SNAP Costs	Local Funds
Head Teacher	<input type="checkbox"/>		\$50,985.00	40.00%	\$19,800.00	\$19,800.00
Teacher	<input type="checkbox"/>		\$46,350.00	40.00%	\$18,000.00	\$18,000.00
Client Service Manager	<input type="checkbox"/>		\$50,985.00	30.00%	\$19,800.00	\$19,800.00

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	<p>College transition, or bridge programs, are designed to equip adult learners with the academic, college-going and life skills necessary to enter college and complete a post-secondary degree or certificate program and establish a career path.</p> <p>Jewish Vocational Services' Bridges to College and Careers program (Bridges) is an intensive, 23-week program, offering students multiple career pathways to industry-recognized certificates in high-demand and STEM occupations including:</p>

	<ul style="list-style-type: none"> • General Studies (Healthcare, Business, Management, Accounting/Financial & Liberal Arts) • Biotechnology & Good Manufacturing Practices (GMP); or • Substance Addiction Assistant <p>Students receive support from academic, financial and career coaches and earn 3 credits for the course which satisfies the pre-requisite for many degree programs at Bunker Hill Community College.</p>
Target population	High School graduates looking to enter college but lacking academic preparation.
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p>
Geographic area	See below.
E&T providers	Jewish Vocational Services: Greater Boston
Projected annual participation	25
Estimated annual component costs	\$332,376.14
Not supplanting	State education funds do not cover all secondary and post-secondary education and training programs. DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not

	used to supplant non-federal funds for existing educational services and will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established.																																																							
Cost parity	<p>DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not used for costs that exceed the normal costs of service provided to persons not participating in the SNAP E&T program or to support training that is normally available to the public at no cost and will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established.</p> <p>When submitting program budgets for consideration, providers must report the number of participants to be served by the program as a whole and the number of anticipated SNAP participants, as well as total program costs and SNAP costs. This allows DTA and UMass Chan staff to calculate and compare SNAP participant costs with non-SNAP participant costs to ensure cost parity.</p> <div><div>Education (EDUC)</div><div>High School Equivalency</div><div>UMass Chan program</div><div>Boston</div><div>Add New</div></div> <div>Total</div> <table><thead><tr><th>Category (50/50%)</th><th>Total Program Cost</th><th>Total SNAP Costs</th></tr></thead><tbody><tr><td>FTE</td><td></td><td>1.25</td></tr><tr><td>Salaries</td><td>\$185,400.00</td><td>\$72,000.00</td></tr><tr><td>Personal Benefits (Fringe)</td><td>\$42,271.20</td><td>\$16,416.00</td></tr><tr><td>Program Operating Expenses</td><td>\$111,810.00</td><td>\$21,070.00</td></tr><tr><td>Other costs</td><td>\$463.50</td><td>\$180.00</td></tr><tr><td>Indirect costs</td><td>\$25,594.47</td><td>\$9,552.80</td></tr><tr><td>TOTAL</td><td>\$365,539.17</td><td>\$119,218.60</td></tr><tr><td>Number of clients served</td><td>30</td><td>12</td></tr></tbody></table> <div>Funding Sources</div> <div>Salaries</div> <table><thead><tr><th>Title of Position</th><th>Copy to Fringe</th><th>Comment</th><th>Total Program Cost</th><th>% FTE For SNAP E&T Only</th><th>Total SNAP Costs</th><th>Local Funds</th></tr></thead><tbody><tr><td>Head Teacher</td><td><input type="checkbox"/></td><td></td><td>\$50,985.00</td><td>40.00%</td><td>\$19,800.00</td><td>\$19,800.00</td></tr><tr><td>Teacher</td><td><input type="checkbox"/></td><td></td><td>\$46,350.00</td><td>40.00%</td><td>\$18,000.00</td><td>\$18,000.00</td></tr><tr><td>Client Service Manager</td><td><input type="checkbox"/></td><td></td><td>\$50,985.00</td><td>30.00%</td><td>\$19,800.00</td><td>\$19,800.00</td></tr></tbody></table>	Category (50/50%)	Total Program Cost	Total SNAP Costs	FTE		1.25	Salaries	\$185,400.00	\$72,000.00	Personal Benefits (Fringe)	\$42,271.20	\$16,416.00	Program Operating Expenses	\$111,810.00	\$21,070.00	Other costs	\$463.50	\$180.00	Indirect costs	\$25,594.47	\$9,552.80	TOTAL	\$365,539.17	\$119,218.60	Number of clients served	30	12	Title of Position	Copy to Fringe	Comment	Total Program Cost	% FTE For SNAP E&T Only	Total SNAP Costs	Local Funds	Head Teacher	<input type="checkbox"/>		\$50,985.00	40.00%	\$19,800.00	\$19,800.00	Teacher	<input type="checkbox"/>		\$46,350.00	40.00%	\$18,000.00	\$18,000.00	Client Service Manager	<input type="checkbox"/>		\$50,985.00	30.00%	\$19,800.00	\$19,800.00
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Client Service Manager	<input type="checkbox"/>		\$50,985.00	30.00%	\$19,800.00	\$19,800.00																																																		

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

Details	Work Readiness Training (EPWRT)
Description of the component	Work readiness training activities are designed to improve basic skills and the employability of SNAP participants through general skills building, the development of good work habits, and building a work history. Work readiness programs may also offer SNAP participants an opportunity to earn credentials valued by employers and industry, including certificates, industry-recognized credentials, and licensures.

	<p>Examples:</p> <p>YMCA's Career Advancement program is a 32-week program for underemployed or unemployed immigrant adults interested in improving their employment potential and English fluency. The program consists of career focused ESOL, MS Office (Word, Excel, PowerPoint, and Outlook), Google Suite, American workplace culture and office skills, career exploration and job search skills, and on-going job search support leading to new employment. The curriculum includes review of core competencies related to speaking, listening, reading, writing, and pronunciation and introduces notetaking based on discussion, critical thinking, working with academic and professional vocabulary embedded in readings, and developing the ability to incorporate new vocabulary into writing assignments. Other activities include informational interviews, mock interviews, field trips, and presentations.</p> <p>More Than Words (MTW) is a nonprofit social enterprise that empowers youth ages 16-24 who are court-involved, in the foster care system, out-of-school, or experiencing homelessness to take charge of their lives by taking charge of a business. In their Core Social Enterprise program, youth work on consistent shifts with peers and full-time adult staff Business Training Managers to run multiple business lines that generate more than \$3.5M in gross annual sales, including online and retail sales of used books, clothing, and accessories and event rentals; they work approximately 20 hours per week and manage direct interaction with customers in MTW's storefronts, including sourcing and warehousing for 4 million books per year and managing an inventory of 170,000 books listed online. They place items in inventory, ship ordered items, guide tours, plan and host community events, make daily pickups at donation bins, use business software to track donations, and learn to cultivate partnerships through marketing, outreach, and virtual presentations. Through their jobs, youth develop marketable and transferable job skills for retail, manufacturing, and warehousing industries, as well as critical professional skills such as showing up on time and working as a team. This work experience is accompanied by life and workforce skills curriculum sessions reinforcing what participants are learning on the job, such as the competencies of</p>
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	<p>dependability/safety/respect, workplace rights, or keeping a job.</p> <p>Many MTW participants have a history of, or are actively dealing with, poverty, trauma, homelessness, violence, incarceration and/or disconnection from employment, school and supports. While some participants will complete the program in 6 months, others will need more time and many do not complete the program on their first try. While reengagement is common and built in to MTW's trauma-informed model, each participant only completes the program once.</p>
Target population	Job seekers in need of general skills building, the development of good work habits, and building a work history.
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p>
Geographic area	See below.
E&T providers	<p>Angels-Net Foundation Inc: West Boylston</p> <p>Holyoke Community College: Holyoke</p> <p>La Colaborativa, Inc.: Chelsea area</p> <p>Lawrence Community Works: Lowell and Lawrence areas</p> <p>More Than Words: Greater Boston and Waltham areas</p>

	Young Men's Christian Association of Greater Boston, Inc.: Boston area
Projected annual participation	225
Estimated annual component costs	\$2,162,191.38
Not supplanting	State education funds do not cover all secondary and post-secondary education and training programs. DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not used to supplant non-federal funds for existing educational services and will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established.
Cost parity	<p>DTA/UMass Chan program managers work closely with provider staff to ensure that SNAP E&T funds are not used for costs that exceed the normal costs of service provided to persons not participating in the SNAP E&T program or to support training that is normally available to the public at no cost and will not approve programs to be offered under the SNAP Path to Work umbrella until this fact has been established.</p> <p>When submitting program budgets for consideration, providers must report the number of participants to be served by the program as a whole and the number of anticipated SNAP participants, as well as total program costs and SNAP costs. This allows DTA and UMass Chan staff to calculate and compare SNAP participant costs with non-SNAP participant costs to ensure cost parity.</p>

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	Other (EPO) training is not currently offered under the SNAP Path to Work umbrella.
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	Work activity is not currently offered under the SNAP Path to Work umbrella.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	<p>Internship under the SNAP Path to Work umbrella is a planned, structured learning experience that takes place in a workplace for a limited period. Internships help the participant gain the competencies and experience to meet local employer demands. Internships must be related to a career choice or career exploration and provide learning through work-based projects. The program may be paid or unpaid and must:</p> <ul style="list-style-type: none"> • not provide any work that has the effect of replacing the employment of an individual not participating in the employment or training experience program; and • provide the same benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. <p>Participant wages and training stipends are not supported by SNAP E&T funds.</p>
Target population	SNAP applicants and recipients who are motivated to work
Criteria for participation	Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.

	<p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p> <p>Examples of provider specific criteria for participation include 8th Grade Reading/Math levels, must be able to lift 40 pounds, must be 90 days sober before starting</p>
Geographic area	See below
E&T providers	<p>Interseminarian-Project Place, Inc.: Boston area</p> <p>Operation A.B.L.E.: Greater Boston area</p>
Projected annual participation	70
Estimated annual component costs	\$187,187.16

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	Pre-Apprenticeship will not be offered under the SNAP Path to Work umbrella at the start of FFY 2025.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	Apprenticeship will not be offered under the SNAP Path to Work umbrella at the start of FFY 2025.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	On-the-Job-Training (WBLOJT)
Description of the component	Unsubsidized on the job training is not currently offered under the SNAP Path to Work umbrella.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	<p>A transitional job is one that provides a time-limited, paid work experience in the public, private or non-profit sectors. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to successful unsubsidized employment.</p> <p>Participant wages and training stipends are not supported by SNAP E&T funds.</p> <p>Roca's Transitional Employment Program (TEP) uses real work to teach young people how to show up, follow instruction, and learn skills critical to succeed in the open labor market. Roca operates work crews - contracted through local governments, housing authorities and private companies - in custodial work, property maintenance, painting, and landscaping. Participants holding basic assignment work slots are paid for four (4) work days per week and engage in a "development day" once a week, focusing on hard and soft skill development.</p> <p>Advanced Transitional Employment (ATE) placements are in businesses and other organizations where the work content the crews perform provides them the opportunity to gain higher level work skills through more advanced projects including construction, landscape installation, and</p>

	<p>apartment turnovers. Young people work directly under employer partner supervision with Roca available for support. The goal is for the employer partner to hire the young person at the end of the assignment.</p> <p>Participation duration varies. Roca's goal is for a young person to achieve 60 consecutive days of transitional employment before moving to traditional job placement. This typically takes 2-18 months, with the average participant achieving this goal in 15 months.</p>
Target population	SNAP applicants and recipients who lack the work history and work habits needed to maintain unsupported employment.
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p> <p>Examples of provider specific criteria for participation include: 18-24 years old, participants who have repeatedly failed at traditional employment</p>
Geographic area	See below.
E&T providers	Roca, Inc.: Boston, Chelsea, Holyoke, Lynn, & Springfield
Projected annual participation	41
Estimated annual component costs	\$672,100.10

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

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	Unsubsidized work-based learning -other is not currently offered under the SNAP Path to Work umbrella.
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.
- **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

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	<p>Subsidized internship under the SNAP Path to Work umbrella is a paid planned, structured learning experience that takes place in a workplace for a limited period. Internships help the participant gain the competencies and experience to meet local employer demands. Internships must be related to a career choice or career exploration and provide learning through work-based projects. The program must:</p> <ul style="list-style-type: none"> • not provide any work that has the effect of replacing the employment of an individual not participating in the employment or training experience program; and • provide the same benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. <p>The wages of participants are paid by providers using E&T reimbursement eligible funding (such as corporate grants) and subsidized via the 50% federal SNAP E&T reimbursement.</p> <p>To determine whether expenses related to a particular participant qualify for reimbursement, each month the provider reports on the participation status of each approved SNAP E&T participant via the Client Eligibility Listing (CEL process). DTA checks whether each participant was eligible for E&T services for that participation month (continues to meet SNAP E&T eligibility criteria and participated in approved programming) and returns this information to the provider. The provider uses this information to calculate which incurred costs can be included on their quarterly claim.</p> <p>Community Servings (CSI), the only provider currently offering WBLI-SUB E&T activity, provides home-delivered meals and nutrition services to individuals and families living with critical and chronic illnesses. The Teaching Kitchen is a hands-on culinary job-training program, covering numerous topics outlined below. Trainees progress through a series of 80 competencies including culinary, job, and life skills, with a weekly</p>

	<p>opportunity to demonstrate progress on competencies gained. As they learn food preparation and cooking techniques, trainees also help the CSI culinary team prepare the meals that are delivered to clients each day. Trainees are paid minimum wage for all hours of course participation (i.e., 24 hours per week for Phase 1 and 31 hours per week for Phase 2).</p> <p>During each of the 12 weeks that participants are in the Teaching Kitchen program, they participate in a weekly 3-hour “Job Readiness” class. The objectives of this course include:</p> <ul style="list-style-type: none"> • Discussion on available employment in order to increase awareness of opportunities • Identification of each individual’s workplace strengths and any limiting factors (i.e. scheduling needs, commuting range, comfort/ safety in workplaces where alcohol is served, etc.) • Extensive practice to strengthen interview skills and to increase self-awareness of previous workplace challenges and to make a plan for how to improve employability and retention of employment • Creation of a food focused professional resume and set of references, to be completed by week 6 of the 12-week Teaching Kitchen program • Submission of at least 5 employment applications, in addition to direct referrals to Teaching Kitchen employer partners • Professional credentialing, including the nationally recognized Servsafe Food Handler and the Servsafe Allergen Awareness certifications. Certification tests are completed in week 9 or 10 of the 12-week program • Basic digital literacy training to support program participant’s confidence level in, for example, checking and responding to emails from potential employers • Financial Empowerment training <p>While some participants may continue working with CSI following graduation, the goal of the program is to connect graduates with permanent employment in the food industry. When employment opportunities are available within the Community Servings kitchen,</p>
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	Teaching Kitchen program staff identify and encourage highly qualified graduates to apply, however their focus is mainly on those individuals who have already been successful in outside employment.
Target population	SNAP applicants and recipients who are motivated to work
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p> <p>Examples of provider specific criteria for participation include 8th Grade Reading/Math levels, must be able to lift 40 pounds, must be 90 days sober before starting</p> <p>Enrollments for Community Serving's Teaching Kitchen program typically originate as reverse referrals. Before initiating a request for formal E&T screening and referral, the provider will have already determined that the prospective participant meets eligibility criteria for the program (Age 18+, proficient in English, facing barriers to employment, must be able to lift 40 lbs). Participants must be able to commit to a full 12-week training program and have a goal of food service-based employment upon graduation. The program is CORI friendly, aside from convictions of arson, murder, or sexual assault.</p>
Geographic area	See below.

E&T providers	Community Servings, Inc.: Jamaica Plain/Boston area
Projected annual participation	43
Estimated annual component costs	\$560,239.35
Length of time the SWBL will run	3 months
Other administrative costs associated with SWBL	Payroll Taxes, direct and indirect costs associated with training and administering the SWBL

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

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	Subsidized pre-apprenticeship is not currently offered under the SNAP Path to Work umbrella.
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	<p>Subsidized apprenticeship under the SNAP Path to Work umbrella combines on-the-job training with related instruction that enables participants to master the practical and technical skills required for a skilled occupation.</p> <p>After completing Community Serving’s Teaching Kitchen Job Training Program, select graduates will have the opportunity to further develop their culinary skills as a paid apprentice under the expert guidance of Community Serving’s Executive Chef, Teaching Kitchen Culinary Leader, & kitchen staff. During the eight-week, full time position, the apprentice:</p> <ul style="list-style-type: none"> • Learns about and uses large-scale kitchen equipment while assisting in high volume meal production and kitchen maintenance in the Community Servings production kitchen. • Assists the Culinary Leader in teaching and guiding new trainees. • Gains basic business and marketing skills through the day-to-day efforts of Servings Direct food product creation. • Receives regular formal and informal feedback from professional chefs and culinary instructors. <p>As a Teaching Kitchen graduate, an apprentice has recently participated in a structured job readiness curriculum that has prepared them to apply for permanent employment with or outside of Community Servings. The program continues to provide extensive employment support and case management as needed, until a participant secures permanent employment.</p> <p>The wages of participants are subsidized via the federal SNAP E&T reimbursement.</p>
Target population	SNAP applicants and recipients who are motivated to work but lack the practical and technical skills required for a skilled occupation
Criteria for participation	Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.

	<p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p> <p>Teaching Kitchen Food Service Apprenticeship: Must be a graduate of the Teaching Kitchen Food Service Job Training Program</p>
Geographic area	See below.
E&T providers	Community Servings, Inc.: Jamaica Plain/Boston area
Projected annual participation	4
Estimated annual component costs	\$49,599.00
Length of time the SWBL will run	2 months
Other administrative costs associated with SWBL	Payroll Taxes & Workman's Compensation, direct and indirect costs associated with training and administering the SWBL

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

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	<p>A transitional job is one that provides a time-limited, paid work experience in the public, private or non-profit sectors. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to successful unsubsidized employment.</p> <p>The wages of participants are subsidized via the federal SNAP E&T reimbursement.</p>

	<p>In FFY 2025 two organizations will offer transitional jobs with subsidized wages under the SNAP Path to Work umbrella.</p> <p>Breaktime United's Liftoff Work Experience program: In the Liftoff program, young adults experiencing homelessness, who have completed Breaktime's Launchpad program, are paired with employers to gain entry level skills in a chosen field. Breaktime partners with community based businesses, non-profit organizations, and educational institutions to provide 20-30 hours of paid work experience per week (\$20/hour) in various sectors, where industry professionals in the respective host sites provide direct job training to associates. The partner agency also supports participants in the real world application of the The Essentials of Success: The 6Es (Attendance, Punctuality, Professionalism, Communication, Engagement and being Equipped) that were introduced in Breaktime's Launchpad program. Breaktime's Workforce Partnerships Division serves as an intermediary between host site partners and associates, checking in weekly to troubleshoot concerns with associate performance at the job site. There are 3 formal check-ins at the 2 week, 6 week, and 13 week marks to assess progress and document strengths and areas of improvement.</p> <p>Case management plays an important role in this highly customized program. Pathway Coaches facilitate occupational training and education with the goal of increased skill and competency in a chosen field leading to more marketability and certification and/or licensure in the young adult's chosen field. Training objectives are verbally communicated by the case manager (Pathway Coach) to young adult clients. Additionally, Liftoff objectives are written down in each young adult's service plan and tracked via a goal tracking sheet which is regularly reviewed by the Pathway Coach and young adult client and discussed in weekly in-person meetings. Participants also meet with their Young Adult Services case manager weekly to discuss their progress on their job site, ongoing goals related to career readiness/educational success, and post transition planning, including supporting young adults in advocating for permanent job placement at the Liftoff site</p>
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	<p>post program completion and applying for post-secondary educational and trades opportunities.</p> <p>Associates graduate the program with an updated resume that reflects the jobsite experience, firsthand engagement with the tasks required in their chosen field, new professional references, and potential certification and/or licensure. Breaktime also assists participants with job applications, mock interviews, addressing barriers and other transition planning. Some graduates are hired by employer partners. For others, the placement was a planned step in their employment plan after which they move on to the next step or a higher paying position. The fact that many of Breaktime's participants are in shelter or other temporary housing placements and may not secure permanent housing near the Liftoff jobsite is another reason that graduates may seek employment elsewhere. 80% of participants are gainfully employed within one year.</p> <p>Interseminarian-Project Place, Inc.'s Transition Employment program:</p> <p>Project Place runs two social enterprises that couple on-the-job training with wraparound case management and employment services to ensure clients cultivate the tools, confidence, and resources to obtain, and succeed in, employment. Trainees work 20-40-hour weeks for up to 6 months, making \$15 per hour. The programs are led by industry professionals and offer participants:</p> <ul style="list-style-type: none"> • Hands-on learning • Daily feedback from the enterprise managers and supervisors during on-the-job training • Bi-weekly evaluations of performance around training objectives and a ten-point evaluation form that focuses on the key behaviors and competencies that lead to successful long-term employment • Individual case management to address barriers to permanent employment, such as criminal record sealing, housing stability, and wraparound support. • Weekly, paid Guided Job Search class for individualized job search support
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	<p>Employment & Retention Services Manager makes and maintains partnerships with various employers in Greater Boston and hosts monthly virtual job fairs, attended by many established employer partners, including Block by Block, Amazon, Whole Foods, Aramark, the City of Boston, Highbridge Concierge, and Home Depot.</p> <ul style="list-style-type: none"> Clean Corners...Bright Hopes (CCBH) is a facilities maintenance and landscaping enterprise that provides beautification, exterior property and facility maintenance services to buildings and neighborhoods throughout the Boston area through fee- for-service contracts. CCBH trainees learn proper cleaning techniques, as well as reinforce safety techniques and applications while obtaining their OSHA10 in the classroom. Clients who participate in this program graduate with skills that transfer directly to a variety of industries, including custodial services, facilities maintenance, and waste management. <p>The program director, has over 30 years of experience in the facilities and maintenance industry. He uses this experience and his continued connection with industry professionals to ensure that what is taught are the current and the most relevant skills for participants seeking work in the industry and to connect participants to permanent employment.</p> <ul style="list-style-type: none"> The Logistics Enterprise Apprenticeship Program (LEAP) is a social enterprise business that provides vending and delivery services throughout Greater Boston, preparing individuals for a career in logistics, transportation and warehousing. LEAP trainees learn modern day logistics with Par Level Software with classroom training paired with on-the-job applications. LEAP trainees also work toward their OSHA10 in the classroom to learn proper safety. <p>The program manager has over 10 years of logistics experience working in aviation management, truck routing software, and route optimization. He maintains industry contact with NAMA (National Automatic Merchandising</p>
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	<p>Association) to maintain relationships with other industry members.</p> <p>The program uses NAMA training material that is designed by industry members including Online Route Driving curriculum. They also use Parlevel software, which is the leading industry solution that includes route management, sale management, inventory management, marketing, and sale forecasting.</p> <p>The organization regularly assesses the professional landscape of the logistics, and maintenance industries and creates or adjusts training as these industries evolve.</p>
Target population	SNAP applicants and recipients who lack the work history and work habits needed to maintain unsupported employment.
Criteria for participation	<p>Because SNAP Path to work providers are independently operated, target varied populations and are in different labor market areas, participation criteria is not standardized across programs.</p> <p>In addition to budgets for each program that they plan to offer under the SNAP Path to Work umbrella, providers submit program descriptions that include information about participant demographics and program requirements. This writeup is used to populate the program description on the SNAP Path to Work website and in the catalog of services and is used by DTA staff to determine who should be referred to each program.</p> <p>If the potential participant meets SNAP E&T eligibility criteria, is motivated to work, and meets basic program prerequisites as described in the program description submitted to the State by the provider, the State will refer the client to the provider for assessment.</p> <p>Examples of provider specific criteria for participation include: 18-24 years old, experienced homelessness in the recent past</p>
Geographic area	See below.
E&T providers	<p>Breaktime United, Inc.: Boston Area</p> <p>Interseminarian-Project Place, Inc.: Boston area</p>

Projected annual participation	93
Estimated annual component costs	\$596,348.07
Length of time the SWBL will run	Breaktime United, Inc. 3 months Interseminarian-Project Place, Inc.: 6 months
Other administrative costs associated with SWBL	Payroll Taxes, direct and indirect costs associated with training and administering the SWBL

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

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	Subsidized work-based learning-other is not currently offered under the SNAP Path to Work umbrella.
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.

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

N/A

I. Contracts/Partnerships

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

Table I.I. Contractor/Partner Details

Contract or Partner Name:	ForHealth Consulting at UMASS Chan Medical School
Service Overview:	ForHealth Consulting at UMASS Chan Medical School has assisted DTA with the administration of the SNAP E&T program since 2006. Through an Interagency Service Agreement (ISA), UMass Chan assists DTA by recruiting, subcontracting with, and monitoring SNAP Path to Work providers that are not other State agencies and assists with the design and printing of SNAP Path to Work promotional material and the design and maintenance of snappathtowork.org . UMass Chan also supports SNAP Path to Work providers with maximizing and claiming reimbursement for services rendered under the SNAP E&T reimbursement project and provides technical assistance to providers to ensure compliance with E&T regulations.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	<p>The following components will be delivered through subcontracted SNAP Path to Work providers in FFY 2025:</p> <ul style="list-style-type: none"> • Supervised Job Search • Job Search Training • Job Retention Services • Educational Programs: <ul style="list-style-type: none"> ○ Basic Education and/or Foundational Skills Instruction

Contract or Partner Name:	ForHealth Consulting at UMASS Chan Medical School
	<p>(includes High School Equivalency programs)</p> <ul style="list-style-type: none"> ○ Integrated Education and Training or Bridge Programs ○ English Language Acquisition ○ Career and/or Technical Education Programs or Other Vocational Training ○ Work Readiness Training ● Work Based Learning <ul style="list-style-type: none"> ○ Internship (subsidized and unsubsidized) ○ Apprenticeship (subsidized) ○ Transitional Jobs (subsidized and unsubsidized)
Credentials Offered:	<p>Some examples of credentials earned by SNAP clients who participate in SNAP Path to Work programming through subcontracted providers include:</p> <ul style="list-style-type: none"> ● American Hotel and Lodging Educational Institute (AHLEI) Guest Service Gold ● American Culinary Certification ● American Hotel and Lodging Association (AHLA) Certification ● Basic First Aid Certification ● Certificate in Medical Interpreting ● Cardiopulmonary ● Child Development Associate ● Resuscitation (CPR) Certification ● High School Equivalency (HSE) Credential ● Home Health Aide Certification ● MA Board of Pharmacy license ● Medical Office Front Desk Staff Certificate ● Microsoft Office Specialist Certificate ● NABSEP.Org Solar PV installation Professional/PV Small Wind Associate license

Contract or Partner Name:	ForHealth Consulting at UMASS Chan Medical School
	<ul style="list-style-type: none"> • National Career Readiness Certificate • National Center for Construction Education and Research (NCCER) certification • National Healthcare Association (NHA) certification • Occupational Safety and Health Administration (OHSA) 10 • Pharmacy Technician Certification Board (PTCE) National Certification • ServSafe Allergen Awareness certification • ServSafe Food Handler certification • ServSafe Manager
Participant Reimbursements Offered:	<p>The following participant supports will be delivered through subcontracted SNAP Path to Work providers in FFY 2025:</p> <ul style="list-style-type: none"> • Clothing/Uniforms • Dependent Care • Transportation • Books & Supplies • Technology; and • Test/License/Credentialing Fees
Location:	Sucontracts held statewide
Target Population:	SNAP E&T services are available to applicants or recipients who can legally work in the United States, do not receive TAFDC or EAEDC benefits and could work with the appropriate education, training and/or support. Individual training providers target various populations based on the organization's mission and the components that they offer.
Monitoring of contractor:	DTA and UMass Chan SNAP E&T staff regularly communicate regarding SNAP E&T rules, requirements, policy changes, data, trends, and opportunities for program improvements. Provider recruitment,

Contract or Partner Name:	ForHealth Consulting at UMASS Chan Medical School
	<p>onboarding, training, and annual monitoring are typically conducted jointly. As prescribed in the ISA between the agencies:</p> <ul style="list-style-type: none"> • DTA will provide any necessary training and support to UMass Chan staff regarding SNAP E&T eligibility requirements. • DTA will provide technical assistance and training to ensure that UMass Chan complies with the USDA approved SNAP E&T Plan. • DTA will designate a representative responsible for all contract management and supervision in accordance with this ISA. • DTA will monitor UMass Chan's performance under this ISA, and promptly notify UMass Chan of any changes or performance issues in writing and request corrective action.
Ongoing communication with contractor:	<p>DTA and UMass Chan staff cooperatively review all provider submitted program descriptions, budgets, and claims. In addition to communicating via the PATH system:</p> <ul style="list-style-type: none"> • Weekly meetings between the DTA and UMass Chan SNAP E&T managers are held. • Biweekly meetings between the DTA and UMass Chan SNAP E&T managers and the UMass Chan marketing team are held. • Quarterly joint DTA/UMass Chan full E&T unit meetings are held. • SNAP E&T ISAs between DTA and UMass Chan are reviewed and amended as needed, and at least annually. • Special topic meetings/trainings are scheduled as needed.

Contract or Partner Name:	ForHealth Consulting at UMASS Chan Medical School
	<ul style="list-style-type: none"> • There is ongoing email, Microsoft Teams, Zoom, and verbal communication between DTA and UMass Chan E&T staff. • Documents and information that need to be shared securely can be sent via secure email or exchanged via the password protected UMass Chan Secure File Transfer System (SFTS).
Total Cost of Agreement:	\$19,860,207.81 This figure includes direct and subcontracted administrative and support/reimbursement costs.
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.II. Contractor/Partner Details

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

Table I.III. Contractor/Partner Details

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

Table I.IV. Contractor/Partner Details

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

Table I.V. Contractor/Partner Details

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

J. Budget Narrative and Justification

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

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>This budget item includes the salary/wage costs of four DTA SNAP Path to Work Specialists, a Lead Specialist, and the SNAP E&T Program Manager. A new SNAP DTA Works Coordinator position is also funded for a partial year. These positions are fully funded through the FFY 2025 allocation of federal funds.</p> <p>Salaries: \$666,986.49</p> <ul style="list-style-type: none"> • 1 SNAP E&T Manager, \$110,470.92 x 1 FTE = \$110,470.92 • 4 DTA SNAP Path to Work Specialists, \$99,166.95 (average salary) x 4 FTE = \$396,667.82 • 1 Lead DTA SNAP Path to Work Specialist & 1 SNAP DTA Works Coordinator, \$74,607.41 x 2 FTE = \$149,214.83 (partial year for both) <p>Payroll Tax: \$10,632.93 (payroll tax calculated at 1.62%)</p>
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<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>This budget item includes the fringe costs related to four DTA Path to Work Specialists, a Lead Specialist, a SNAP DTA Work Coordinator, and the SNAP E&T Program Manager, which are fully funded through the 2025 allocation of federal funds.</p> <p>Fringe: \$285,054.35* (calculated at 43.43%)</p> <p>*FNS template rounds this to \$285,054.00</p> <p>The SFY 2025 fringe and payroll tax rates have been submitted to the U.S Department of Health and Human Services for approval. Fiscal Year Memo 2025-01: Proposed Fringe Benefit and Payroll Tax Rates - Office of the Comptroller (macomptroller.org)</p> <p>Approved SFY 2024 fringe and payroll rates can be found here: https://www.macomptroller.org/wp-content/uploads/fy-memo_2024-08.pdf</p> <p>https://www.mass.gov/administrative-bulletin/fringe-benefits-payroll-taxes-and-indirect-costs-af-5</p>
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>Total contractual costs: \$20,826,345.97</p> <p>This budget item includes costs (\$19,772,300.41) associated with Interdepartmental Service Agreements (ISA) between the ForHealth Consulting at UMass Chan Medical School (UMass Chan) and DTA. This contract is partly federally funded through the 2024 allocation of federal funds.</p> <p>The above amount includes:</p>

	<ul style="list-style-type: none">• \$445,079.06 to be made available for salaries and fringe associated with UMass Chan staff working on the SNAP E&T project (3.93 FTE)• \$63,609.00 to be made available to UMass Chan for operating costs including website maintenance and enhancements, SNAP Path to Work marketing development and printing, office supplies, telecom, IT costs, and facility costs.• \$3,050.00 to be made available for UMass Chan for in and potential out of state travel (as UMass Chan staff do not qualify for State Exchange funded travel).• \$8,100.00 to be made available to UMass Chan for the purpose of reimbursing invited providers for travel expenses related to participation in the 2025 SNAP E&T National Forum, Northeast Regional SNAP E&T Provider meeting and other potential SNAP E&T events and meetings. Unused funds will be reallocated.• \$192,073.12 to be made available to Jewish Vocational Service (JVS) via UMass Chan to fund WPP program support (PATH data entry on behalf of MassHire Career Centers)
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	<ul style="list-style-type: none">• \$59,830.00 for estimated costs associated with hosting a Northeast Regional SNAP E&T Provider meeting (hotel accommodatoion for invited guests, costs related to meeting space, working lunches, and possible paid presenter).• \$105,789.42 to be made available to UMass Chan for indirect costs (calculated at a rate of 18.25%)• UMass Chan subcontracts with SNAP Path to Work provider organizations that are not state agencies. Subcontracted providers have estimated that they will spend \$18,894,769.81 for administrative costs associated with providing SNAP E&T services. (up to \$9,447,384.91 to be federally reimbursed) This figure does not include provider issued participant supports. <p>Additionally:</p> <ul style="list-style-type: none">• The MassHire Department of Career Services (MDCS) will receive up to \$500,000 (100% federal funds) to offset the cost of delivering SNAP E&T services (WPP) through the statewide network of MassHire career centers.
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	<p>\$100,000.00 has been earmarked for the procurement or development of an online, interactive CRT training that can be delivered on demand as partner organizations experience turnover. (SNAP E&T portion).</p> <p>\$454,045.56 has been earmarked to seed or expand virtual, ABAWD qualifying, and/or enhanced case management services with a focus on areas that are currently underserved.</p>
Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.	N/A
Materials: Describe materials to be purchased with E&T funds.	N/A
Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	<p>This budget item includes the anticipated E&T travel costs of four DTA SNAP Path to Work Specialists, a Lead Specialist, a SNAP DTA Works Coordinator, and the SNAP Path to Work Program Manager, which are fully funded through the 2025 allocation of federal funds. These costs may include the cost of public transportation, the use of a personal vehicle, hired transportation and tolls and parking; they will be incurred during SNAP Path to Work provider monitoring and technical assistance site visits, as a result of travel from Central Office to local DTA offices to provide training and technical support to field staff, and travel to National and local SNAP E&T convenings and meetings, new provider recruitment events and other travel directly related to the administration of the SNAP Path to Work program.</p> <p>Total Travel Costs: \$7,500</p>

Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	N/A
Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	N/A

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.

This budget item includes the indirect costs related to four DTA SNAP Path to Work Specialists, a Lead Specialist, a SNAP DTA Works Coordinator, and the SNAP Path to Work Program Manager, which are fully funded through the 2025 allocation of federal funds.

Indirect Costs (at the rate of 11.3275%): \$108,691.99

* FNS template rounds this to \$108,692.00

DTA's Indirect Rate is calculated quarterly by the Executive Office of Health and Human Services Federal Revenue Unit in accordance with the State's federally approved cost allocation plan. The average indirect rate for the four most recent available quarters was used for the purpose of estimating FFY 2025 SNAP E&T costs.

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.

Up to \$16,400.00* has been allocated for provider reimbursement of eligible dependent care expenses that are necessary and directly related to a client's SNAP Path to Work participation. **(Federal Share: \$8,200).**

*This figure does not include the cost of twelve month, no parent fee EEC child care vouchers that are available to SNAP Path to Work participants but are not supported with SNAP E&T funds.

\$71,507.40 has been allocated for provider reimbursement of eligible transportation and other participant expenses that are necessary and directly related to a client's SNAP Path to Work participation. **(Federal Share: \$35,753.70)**

DTA has allocated up to **\$500,000** in State funds for providing transportation support to eligible SNAP Path to Work participants. **(Federal Share: \$250,000).**

Total allocated for transportation/other support: **\$571,507.40 (Federal Share: \$285,753.70)**

Accompanying Documents:

- FY25 MA 5 ET Plan-Contracted Provider's Indirect Cost Rate Letters
- FY25 MA 5 ET Plan - Comptroller Memo FY2025-01 Proposed FY25 Fringe Benefit and Payroll Tax Rates
- FY25 MA 5 ET Plan - Comptroller Memo FY2024-08 Approved FY24 Fringe Benefit and Payroll Tax Rates
- FY25 MA 5 ET Plan-Final Disposition Document-MA DTA 4273.PACAP DL.21-3 Approval Letter
- FY25 MA 5 ET Plan-DTA Cost Allocation Plan Amendment-QE 6-30-21
- FY25 MA 5 ET Plan-DTA SNAP Child Care Fact Sheet