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A. Cover Page and Authorized Signatures

State: New Hampshire

State Agency Name: Bureau of Employment Supports, Division of Economic Stability, Department of Health and Human Services

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.

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

Name	Title	Phone	Email
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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
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act
BES	Bureau of Employment Supports
DES	Division of Economic Stability
DHHS	Department of Health and Human Services
BFA	Bureau of Family Assistance
ECS	Employment Counselor Specialist
FSS	Family Service Specialist
SWIB	State Workforce Innovation Board
SPI	Sector Partnership Initiative
NHEP	New Hampshire Employment Program
NHES	New Hampshire Employment Security
CCSNH	Community College System of New Hampshire
MCC	Manchester Community College
NCC	Nashua Community College
NHTI	NHTI – Concord's Community College
RVCC	River Valley Community College
RID	Recipient Identification Number
OWO	Office of Workforce Opportunity
NHH	New Hampshire Hospital
DOE	Department of Education

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))	☒
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)	☒
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	☒
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))	☒
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)	☒
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	☒
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)	☒
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))	☒
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))	☒

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))	☒
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))	☒

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.

Vision: Our vision is to improve the economic mobility of every SNAP E&T participant.

Mission: The mission of NH SNAP E&T is to provide high-quality job training, education, and support services to participants in conjunction with state and local workforce development partners.

The New Hampshire SNAP E&T program uses a collaborative coaching model and provides a wide array of workforce development services. Through comprehensive assessments, participants are guided to identify their strengths, interests, and barriers. These assessments are used to develop personalized employment plans with a focus on training programs related to areas of high-wage and/or high-demand employment within the State.

NH SNAP E&T workforce development priorities align with that of the State Workforce Innovation Board (SWIB). The SWIB is comprised of business owners, union representatives, state legislators, statewide agency heads, local elected officials, and representatives from other workforce partners at the State level. Their mission is to promote and advocate for talent development by partnering with businesses, agencies, educational institutions, and organizations to support a unified and innovative workforce development system that meets the needs of business and individual customers.

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

New Hampshire's E&T program is administered at the State level within the Bureau of Employment Supports (BES).

(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.

New Hampshire's E&T program serves participants statewide but is operated from the State Office located in Concord.

Provide a list of the components offered.

New Hampshire currently offers the following components:

- Supervised Job Search (SJS)
- Job Search Training (JST)
- Career/Technical Education (EPC)
- Job Retention (JR)

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

The state SNAP E&T Rules can be found at PART He-W 748 EMPLOYMENT AND TRAINING REQUIREMENTS

http://gencourt.state.nh.us/rules/state_agencies/he-w700.html

The SNAP E&T Policy can be found in section 800 of the SNAP Manual.

Food Stamp Manual (nh.gov)

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.

The State will add credit-bearing programs as approved activities under the Career and Technical Education component.

Adding a formalized SNAP E&T screening and referral system, in conjunction with the Bureau of Family Assistance (BFA), to eligibility intake and redetermination interviews. Adding Dependent Care expenses as an allowable participant reimbursement. Developing a pilot psychiatric nursing training program in conjunction with New Hampshire Hospital (NHH) and NHTI – Concord's Community College (NHTI) in the mold of a collaborative impact program.

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).

NH SNAP E&T consults with the State Workforce Innovation Board (SWIB) as part of the yearly State Plan process. An overview of the State Plan is sent to the SWIB Review Committee in July through the NH Office of Workforce Opportunity (OWO). Feedback is requested from the SWIB to better align the E&T program with the greater statewide workforce development system. Due to the meeting schedule of the SWIB, feedback is not expected before submitting the FY 25 State Plan. Feedback from the SWIB can be incorporated into the next State Plan and/or added to the current plan via the amendment process. The NH SWIB, through the Sector Partnerships Initiative (SPI), has identified five employment sectors within the state that workforce development organizations should focus their efforts on promoting. The sectors of Construction, Health Care, Hospitality, Manufacturing, and Technology have been identified as critical to the success of the State's economy. These sectors are also seen as offering employees a long-term and sustainable path to improving their economic mobility. Each sector has a team of public and private sector advocates, led by a Sector Champion, which creates a repository for training resources, industry-specific networking, and employment opportunities. The SPI allows the SWIB to effectively convey the State's workforce development priorities in a straightforward and readily available manner. The SPI also enables workforce development organizations to better align their efforts within the State's overall strategy. Each Sector Champion has also received an invitation to schedule a presentation from NH SNAP E&T detailing the many ways working with E&T can benefit their industry partners.

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.

N/A

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).

Whenever possible, NH SNAP E&T dually enrolls participants with WIOA organizations to provide access to training opportunities not organic to the E&T program. SNAP E&T and WIOA employment counselors share information monthly to keep each other up to date on participant progress and to revise participant employment plans as needed. NH SNAP E&T also operates a reverse referral program with WIOA organizations within the state. SNAP E&T initiates communication blasts (via text and email) to SNAP participants within targeted areas where high-wage and high-demand occupational training is available and fundable by WIOA programs. The communication blasts provide contact information for the relevant WIOA partners and a description of the available training. Participants and then referred by WIOA to SNAP E&T for dual enrollment. NH SNAP E&T is working to incorporate statewide WIOA programs, under the direction of the OWO, into current and future collective impact initiatives, such as the pilot psychiatric nursing training program under development.

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.

The SNAP E&T Program is available to SNAP recipients who are not receiving TANF cash assistance. SNAP recipients receiving TANF cash assistance receive employment services through the TANF work program, NH Employment Program (NHEP). If TANF cash assistance ends and SNAP remains open, participants are referred to the SNAP E&T Program. Due to similarities in program form and function, these individuals would be able to continue their career/educational progression while mitigating the effects of the benefits cliff. NHEP Employment Counselors are also

encouraged to direct the friends/family of their participants who are not party to the TANF grant to SNAP E&T so that they could also receive workforce development services.

SNAP E&T and NHEP share staff resources, which include the Bureau Chief of Employment Supports and SNAP E&T Program Manager. The programs have different funding sources, services, forms, participation requirements, and separate staff that provide direct services to participants. Additional shared resources include job search tools, education/training, labor market information and community resources, job development resources, and referrals.

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).

NH SNAP E&T coordinates programming with the following agencies either through referrals or direct communication (email, phone, or mail).

WorkNowNH – WorkNowNH is a program offered by the New Hampshire Department of Employment Security that is available to individuals enrolled in Medicaid, SNAP, or TANF benefits. The program provides support and assistance to qualified individuals to become job-ready and to meet the needs of employers. In addition to providing financial support, the WorkNowNH program also offers case management, referral to community services, job search and job search readiness assistance, referral to education, training and apprenticeship programs, On-the-Job training programs, and direct placement into employment.

WorkReadyNH – WorkReadyNH is a tuition-free workforce development program administered through the NH Community College System and is tailored to meet the needs of job seekers by providing training in the skills employers find valuable. The program provides assessment, instruction, and nationally recognized career readiness certificates.

Apprenticeship Programs – The NH Department of Education (DOE) provides leadership and oversight of related instruction for registered apprentices in the plumbing and electrical trades. Evening classes are offered during the school year, at five high schools around the state. NH DOE oversees only the instruction portion of registered apprenticeships and pre-apprenticeship secondary programs however; they do not provide services for those who are in search of employment.

Adult Education Services – The NH Department of Education provides classroom instruction, distance learning, and one-on-one tutoring to assist adults with the completion of a high school diploma or equivalent as well as academic skill building for successful transition into postsecondary education, training, and/or employment. Specific programs include Adult Basic Education, English as a Second Language, Adult Learner Services, Integrated Education and Training, Integrated English

Literacy and Civics Education, Adult Diploma Program, and HiSET Testing Centers. Services are available across the state and are free or low-cost.

Job Corps – Job Corps is a tuition-free education and training program that connects teens and young adults, ages 16-24 with skills and educational opportunities to establish careers.

Mature Worker Program – The New Hampshire Employment Security (NHES) Mature Worker Program provides tailored and individualized re-employment services, along with training opportunities as needed, to eligible individuals 55 years of age and older. Career Navigators work with program participants to connect them with available job opportunities. Services are available at each of the NH Works offices located across the state. Career Navigators at these sites determine program eligibility and provide barrier assessment and case management services.

NH Works – Through the NH Works System, participants can gain support and/or access to education information and services. Reference books, videos, career projections, employer profiles, newspaper help wanted ads and labor market information are all available in each of the NH Works Job and Information Center libraries.

Senior Community Service Employment Program – The Senior Community Service Employment Program (SCSEP) helps individuals 55 or older return to work by placement in part-time work opportunities in non-profit agencies or public facilities. After acquiring current job skills and recent work experience, they are ready for an unsubsidized job.

Vocational Rehabilitation – New Hampshire Vocational Rehabilitation (NHVR) is a division under the Department of Education (DOE) that helps individuals with disabilities regain economic mobility by securing and retaining employment and developing a lifetime career by providing rehabilitation services. NHVR has five regional offices throughout the state designed to assist individuals who have physical, mental, learning, and emotional disabilities.

WIOA – WIOA is an employment and training program funded by the U.S. Department of Labor to help Adult, Dislocated Worker, and Youth populations access the tools they need to manage their careers through information and high-quality services and to help U.S. companies find skilled workers.

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.

N/A

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

N/A

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

New Hampshire operates a voluntary E&T program; all work registrants are exempt.

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 who reside in rural areas

☐ Other: Click or tap here to enter text.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

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

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.

The Bureau of Employment Supports (BES) under the Division of Economic Stability (DES) within the NH Department of Health and Human Stability (DHHS) is responsible for administering New Hampshire's SNAP E&T Program.

State SNAP E&T staff consists of 4 positions, the Program Manager, a Program Specialist, an Employment Counselor Specialist, and a part-time Program Assistant. The Program Manager operates in both a SNAP E&T and TANF capacity. The duties and responsibilities of each position are broadly defined below:

- The Program Manager bears overall responsibility for the E&T program. Duties include policy development, contract development, provider monitoring, and supervision of the Program Specialist and Program Assistant.
- The Program Specialist is responsible for the execution of daily E&T operations and service delivery. Duties include direct service delivery, special projects, pre-referral determinations, and supervision of the Employment Counselor.
- The Employment Counselor Specialist is responsible for direct service delivery to E&T participants and pre-referral determinations.
- The Program Assistant is responsible for data management, special projects, pre-referral determinations, and fielding participant and/or provider inquiries.

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

The Bureau of Family Assistance (BFA), also under DES, is responsible for certification policy and is co-located with BES at the State Office. BES and BFA share responsibility for several programs, including SNAP E&T, and therefore have a series of recurring monthly integration meetings.

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 the State Office and SNAP E&T providers/partners that involves the personally identifiable information of E&T participants is conducted over encrypted email.

Certain providers, such as CCSNH, have access to the New HEIGHTS data system, which is used for eligibility determination and case

management, thereby reducing the need to share sensitive participant information by other means.

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.

> NH SNAP E&T uses the New HEIGHTS data system to track participant information. New HEIGHTS is used to track the following data:
>
> - Assessments.
> - Employment plans.
> - Components.
> - Scheduling.
> - Case notes.
> - Participant reimbursements.
> - Performance measures.

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

New information is shared directly, by phone, email, or mail, with relevant partners. Relevant policies and procedures will also be in the State's E&T Provider Handbook.

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.

E&T providers will submit invoices and supporting documentation to the State Office. The State Office will validate the provided invoices and supporting documentation before submitting documentation to FNS for third-party reimbursement. A yearly review, with the option of a program site visit, will be conducted for each provider to validate the prior year's documentation.

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).

E&T providers will be evaluated on the quality of case management services and documentation and the overall completion rate of each component offered (# of completions / total number of enrolled participants). Successful completion is defined by component in section G. Component Detail.

Providers will also be evaluated on fiscal record keeping, timeliness of submitting documentation, and effectiveness of referral and reverse referral programs.

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.

The New HEIGHTS computerized eligibility system is used to determine participant work registration status during the initial benefit eligibility interview and each subsequent benefit redetermination. New HEIGHTS automatically reports all work registrants each month by exemption status, otherwise not exempted under 7 CFR 273.7(b)(1)) to prevent duplication. This report is called the NRP583RA and ensures that participants are counted as work registrants, no more than once in a Federal Fiscal Year.

New HEIGHTS recalculates work registration status every time a case is run. At a minimum, this would mean at every recertification the status is recalculated. No more than 12 months would pass between work registration status determinations.

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

Work registration status is calculated automatically by New HEIGHTS each time a benefit eligibility determination is made. The work registration status for each individual in a case can be viewed on the Work Program Status screen and is denoted as Mandatory, Exempt, or Voluntary.

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

Participants are informed of applicable work requirements during initial benefit determination interviews and each subsequent benefit redetermination.

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.)*

The basic eligibility criteria for participation in NH SNAP E&T are as follows:

- Individuals must receive SNAP benefits.
- Individuals must not receive TANF cash benefits.
- Individuals must be 18 years of age or older.
- Individuals must be able to work upon program completion.

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.

Individuals with SNAP or applying for SNAP must be screened for SNAP E&T and receive a pre-referral decision. Family Services Specialists (FSSs) will screen individuals using the provided screening criteria (basic E&T eligibility criteria) upon reaching the Employment Screen in the New HEIGHTS interview driver flow during initial and redetermination interviews.

Individuals who meet the screening criteria will receive an explanation of the program's services, be given the program's contact information, and be asked if they would like to learn more about the program. The individual's response (yes or no) will constitute the pre-referral decision.

FSSs will record the individual's pre-referral decision in the interview case note as *SNAP E&T: Yes, No,* or *N/A.*

- Yes – Individuals meet the screening criteria and want to learn more.
- No – Individuals do not meet the screening criteria or do not want to learn more.
- N/A – No individual present, e.g. paper rede.

FSSs will select the appropriate response to the SNAP E&T Details question located on the Work Programs Screen (SNAP E&T Nudge question) of the New HEIGHTS driver flow when the case is ready to confirm. The interview case comment can be reviewed to locate the correct pre-referral response in the event the case is confirmed by another FSS. A pre-referral decision does not guarantee enrollment in E&T. It is the responsibility of screened individuals to contact E&T and volunteer to enroll in the program. Individuals who contact E&T will have their pre-referral decision reviewed by SNAP E&T staff operating in an eligibility worker capacity. While operating in an eligibility worker capacity, E&T staff time/effort will be cost-allocated to SNAP Eligibility rather than SNAP E&T. Individuals found appropriate for E&T will be referred to and enrolled in the program.

(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.

Individuals reverse-referred by an E&T provider will be screened for E&T participation by SNAP E&T staff operating in an eligibility worker capacity. Reverse referrals must contain a completed release of information form to be processed. While operating in an eligibility worker capacity, E&T staff time/effort will be cost-allocated to SNAP Eligibility rather than SNAP E&T. SNAP E&T staff will use the same screening criteria used in initial and redetermination interviews, with the assistance of the New HEIGHTS data system. Individuals found appropriate for E&T will be referred to the program and the referring provider will be informed of the decision via encrypted email. Once notified, providers must contact the referred individual within 5 business days. If contact is not successful, a second attempt must be made within 5 business days of the first attempt. Referred individuals can be enrolled in E&T at any point in the month they were referred. Should an individual not enroll in the month referred, they must have the eligibility reverified, by E&T staff, before enrolling. Individuals found not appropriate for E&T will not be referred and program staff will inform the referring provider via encrypted email. Providers are welcome to continue working with individuals not eligible for E&T but may not bill for those services.

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?

Participants are informed of participant reimbursements at initial benefit determination interviews, redetermination interviews, E&T program enrollment, and case management activities. Participants receive both written and verbal explanations at these times.

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)?

Individuals receive either a pre-referral decision notification when screened by FSSs during initial or redetermination interviews or a referral notification when screened by E&T staff as part of a reverse or self-referral. Notifications are both verbal and written. Pre-referral decision notifications contain a description of the volunteer nature of the program, the program's primary goals, case management services, components currently offered, participant reimbursement information, contact information, and next steps regarding the referral process. Referral notifications contain a description of the program's primary goals, case management services, components currently offered, participant reimbursement information, contact information, and next steps regarding the enrollment 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.?

The state requires providers to inform reverse-referred individuals of the referral determination within 5 business days of notification. If contact is not successful, a second attempt must be made within 5 business days of the first attempt. The state will also mail the referred individual a referral notification containing a program summary, contact information, and the next steps of the enrollment process.

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, participants begin the enrollment process. Participants will be scheduled for an initial interview with an E&T (state or provider) ECS where they will complete a comprehensive assessment process, begin the development of an employment plan, and enroll in specific E&T components.

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?

Pre-referral information is managed through the New HEIGHTS data system. Pre-referral decisions are recorded on the Work Programs screen under the *SNAP E&T Details* question, which feeds into the report NWP285RA. Pre-referral decisions are also recorded in case notes. Referral information is also managed through New HEIGHTS and is recorded as a separate SNAP E&T case note.

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?

E&T providers are informed of referrals by direct phone and/or email communications. Any communication that includes sensitive participant information is conducted over encrypted email.

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)

SNAP E&T participants undergo a comprehensive assessment process as part of program enrollment. Assessments conducted by state E&T ECSs focus on the following 6 areas: Education, Job Skills (prior work experience), Employability, Financial Literacy, Digital Literacy, and Family Barriers. Provider ECSs can make use of state assessment tools or use their comparable tools. To assist with participant assessments NH SNAP E&T has developed, in conjunction with the New Hampshire Employment Program, the following assessment tools: SNAP E&T Assessment Tool, Employability Assessment Tool, Financial Literacy Assessment Tool, and Individual Portfolio Overview. SNAP E&T also makes use of

the CareerOneStop.org Skills Matcher, Northstar Digital Literacy Assessment, and O*Net Online.

Assessments can be shared with E&T providers/partners as needed over encrypted email. If comparable assessments are completed by providers/partners, that information can also be provided to the State E&T office. E&T participants can request copies of their assessments.

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: Click or tap here to enter text.

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

Case management is provided by state or provider E&T Employment Counselors Specialists (ECS). ECSs provide case management support at a minimum of once per month either in person or digitally. Case management may be integrated into other components when appropriate or offered as a standalone service. Case management cannot be the only service/component a participant receives, they must remain enrolled in at least one qualifying component to remain enrolled in E&T.

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

Communication/Coordination with:

SNAP eligibility staff:	E&T ECSs can contact FSSs by either phone or email. Due to the nature of the FSS position, the preferred method of communication is to contact the supervisor of the District Office where the participant's SNAP case is held if assistance is needed.
State E&T staff:	State E&T staff operate as case managers.
Other E&T providers:	E&T ECSs communicate with E&T providers by phone, email, or video conference. Encrypted email is used if any sensitive/protected participant information is exchanged. For example, verification of participant enrollment status is conducted over encrypted email as it involves information from the New HEIGHTS data system.
Community resources:	E&T ECSs communicate with community resources by phone, email, or video conference. Whenever possible E&T ECSs will link participants directly to the needed service in what is known as a warm handoff.

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).

E&T ECSs receive training in a person-centered approach to case management known as Coaching for Success. The training consists of 14 modules which give ECSs a strong foundation in case management principles such as active listening, use of reflective statements, and goal setting. This case management foundation also enables ECSs to develop a deeper level of rapport with participants which, in turn, enables ECSs to better target the services and referrals provided.

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.

Good cause related to SNAP work requirements is determined during one of the following situations: initial eligibility determination, redetermination, individual reports a change to BFA, or a change is reported to BFA. In such an event, a verification checklist is sent to the individual. This checklist details what documentation is needed for verification, instructions on how to comply with the request for verification, and an explanation regarding the consequences of failure to respond to the request. The individual is given 10 days to verify any of the good cause reasons listed below. The FSS processing the case also has the option to reach out to individuals or employers for verification, to remind the individuals that verification has not yet been received, or to indicate that provided verifications are not satisfactory.

The onus for verifying rests with the individual work registrant and this fact is emphasized during eligibility determinations and redeterminations. FSSs have the option to reach out the individuals and/or employers as often as time permits. Due to the nature of the FSS position, it is unlikely that an FSS could reach out telephonically more than once or twice per good cause event. FSSs also have the option to mail automated reminder notices to individuals. These notices could include copies of forms, such as employment verification forms or medical exemption forms.

If the individual verifies good cause, their case is marked in New HEIGHTS as meeting good cause requirements. A reminder is set within the case to follow up and/or request additional information based on the timeframe associated with the verification provided. If the individual fails to verify good cause, that individual is marked as failing to meet work requirements in New HEIGHTS and is entered into the appropriate non-compliance sanction and/or begins accumulating ABAWD months.

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

As participation in the E&T program is voluntary, good cause does not apply to NH SNAP E&T. Good cause criteria for SNAP are divided into two categories, ABAWD and Voluntary Quit, and are as follows:

ABAWD: If the ABAWD would have worked an average of 20 hours a week (averaged to 80 hours a month), but missed work for good cause, the ABAWD can be considered to have met the ABAWD work requirement *if* the absence from work is temporary *and* the ABAWD retained his or her job. Good cause includes circumstances beyond the ABAWD’s control, such as, but not limited to:

• Illness of the individual.
• Illness of another household member serious enough to require the presence of the individual.
• A household emergency; or
• Unavailability of transportation.

Voluntary Quit: Good cause for a voluntary quit exists when circumstances beyond the individual’s control prevent the individual from accepting or keeping a job. The following are the acceptable good cause reasons:

- Illness; illness of another household member requiring the presence of the member; a household emergency; the lack of transportation, or the lack of adequate childcare for children who have reached age six but are under age 12.
- Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin, or political beliefs.

- Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule.
- Acceptance of employment by the individual, or enrollment by the individual in any recognized school, training program, or institution of higher education on at least a half-time basis that requires the individual to leave employment.
- Acceptance by any other household member of employment, or enrollment at least half-time in any recognized school, training program, or institution of higher education in another county or similar political subdivision which requires the household to move and, thereby, requires the individual to leave employment.
- Resignations by persons under the age of 60 which are recognized by the employer as retirement.
- Resigning from a job that becomes unsuitable after the acceptance of such employment. Employment is considered suitable unless:
  - The wage offered is less than the highest of the applicable Federal minimum wage, the applicable State minimum wage, or eighty percent (80%) of the Federal minimum wage if neither the Federal nor the State minimum wage is applicable.
  - The employment offered is on a piece-rate basis and the average hourly yield the employee can reasonably be expected to earn is less than the applicable hourly wages specified above.
- Acceptance of a job offer of more than 30 hours a week or in which the weekly earnings are equivalent to the Federal minimum wage multiplied by 30, that because of circumstances beyond the individual's control, subsequently either does not materialize or results in employment of less than 30 hours a week or weekly earnings of less than 30 multiplied by the Federal minimum hourly wage, or training wage if the individual is subject to the training wage.
- Leaving a job 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 where households apply for Food Stamp 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.

The State defines Voluntary Quit as:

Any individual in a household has voluntarily quit a job when within *30 days before application or at any time while receiving benefits, that individual:

- Voluntarily and without good cause, quits a job of 30 hours a week or more.
- Leaves employment unannounced.
- Does not return to work; or
- Reduces his or her work effort voluntarily and without good cause, and, after the reduction, is working less than 30 hours per week.

Voluntary quit procedures do ***not*** apply to individuals who:

- End self-employment.
- Resign a job at the employer's demand.
- Are currently on strike; or

Exception**:** Any local, state, or federal government employee who loses their job because of participation in a strike is considered to have voluntarily quit.

- Are exempt from work registration requirements.

Exception**:** Individuals exempt from work registration due to employment of 30 hours per week, or due to weekly earnings that equal or exceed 30 times the federal minimum wage, are **not** exempt from voluntary quit policy.

For voluntary quit purposes, a job must involve **either** of the following:

- 30 hours or more per week; **or**
- Weekly earnings of at least 30 multiplied by the Federal minimum wage, or by the training wage if the individual is subject to it.

Exception: If the individual reduces his or her work hours to less than 30 a week but continues to earn weekly wages that exceed the Federal minimum wage multiplied by 30 hours, the individual remains exempt from Program work requirements, and the individual is not considered to have voluntarily quit his or her job.

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.

NH SNAP E&T is not factored into the determination of good cause.

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.

E&T providers must inform the state agency, over encrypted email, of a provider determination within 10 days of the determination. Providers must complete the *SNAP E&T Provider Determination Form* as well as provide a brief description of the situation that led to the determination and the reasons why the determination was made. The E&T provider must also inform the affected participant of the determination and of the reasons why the determination was made within 10 days.

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

The State agency notifies the participant within 10 days of a provider notification. The notification is provided via letter and sent to the participant's mailing and/or email address on file. After notification, the state agency takes at least one of four actions: • Refers the individual to another appropriate component. • Re-assesses the individual's mental and physical fitness and overall appropriateness for SNAP E&T. • Refers the individual to an appropriate workforce partner, if applicable. • Coordinates with another federal, state, or local workforce assistance program to identify appropriate opportunities outside of SNAP E&T.

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

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. *State agencies should take into consideration the number of mandatory E&T participants projected in*	50

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.*	
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.	20
III. Estimated budget for E&T participant reimbursements in upcoming FY.	$40,000
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	$3,333.33
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	$167.66

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	$100 per month	State Agency	Reimbursement
Dependent Care Expenses related to the NH Childcare Scholarship Program • Cost Share • Copayment	$575 per year, the yearly cap is shared with Training & Education related expenses offered by the State Agency	State Agency	Reimbursement or Voucher
Training & Education related Expenses • License & Training fees • Computer & Technology • Tools & Equipment • Clothing & Uniforms • Other/Misc.	$575 per year, the cap is shared with Dependent Care expense offered by the State Agency	State Agency	Reimbursement or Voucher
Training & Education related Expenses • License & Training fees • Computer & Technology • Tools & Equipment • Clothing & Uniforms • Other/Misc.		Provider	Voucher

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.

Participants in need of childcare are required to apply for the DHHS Childcare Scholarship program. Childcare reimbursements are only made for a participant's cost share and copayments as part of the NH Childcare Scholarship program, up to the yearly participant reimbursement cap.

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?

If a participant is placed on a childcare waiting list, they will be referred to Child Care Aware of NH in hopes of locating an opening at a different provider.

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 State uses the New HEIGHTS data management system to calculate the number of work registrants. New HEIGHTS determines both the total number of work registrants in an FFY and the number of work registrants each month. This information is made available through the New HEIGHTS report NRP583RA. This report runs at the beginning of each month to calculate the data from the previous month.

Describe measures taken to prevent duplicate counting.

The NRP583RA report is designed to produce an unduplicated count of eligible adults who are open for SNAP and have a Work Registration Status of Mandatory. An individual is only reported once per Federal Fiscal Year (Oct – Sept). For example, if an individual was counted in October, they would not be counted again in November, even if they still meet the criteria.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

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

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

The State uses the New HEIGHTS data system, which is also the State's benefit eligibility 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).

Participant performance information and verification is requested via the participant's last reported preferred means of communication, either phone or email. If a participant does not respond to their preferred means of communication, E&T ECSs will resort to alternate means of communication including phone, email, and mail.

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).

The State uses the New HEIGHTS data system, which is also the State's benefit eligibility 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).

Participant performance information and verification is requested via the participant's last reported preferred means of communication, either phone or email. If a participant does not respond to their preferred means of communication, E&T ECSs will resort to alternate means of communication including phone, email, and mail.

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).
Example: Supervised Job Search	*Example: Number of people who obtain employment after completion of component.*	*Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020* *Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.*
Job Search Training	Completion of a Career Portfolio and Career Exploration of at least one high-wage or high-demand occupation in NH.	The Numerator will include those participants who completed a Career Portfolio tailored to the desired career path and conducted at least one Career Exploration of a high-wage or high-demand occupation in NH during the period of 10/01/2024 to 09/30/2025. The Denominator will include the number of participants enrolled in the Job Search Training component during the period of 10/01/2024 to 09/30/2025.

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.	☐
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.	☐
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 each month to remain eligible beyond the 3-month time limit.	☐
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.	☐
The State agency will be ready on October 1st 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.	☐

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.)	
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.

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	New Hampshire's Supervised Job Search component includes the following activities: assessment, case management, outreach (such as efforts to reengage participants who have shown signs of disengaging from the program), case monitoring, documentation review, reimbursement authorizations, and resource referrals. Communication with participants is documented in the New HEIGHTS computer system or provider-specific case management system. New Hampshire's SJS component enables ECSs to get a comprehensive picture of a participant's job-searching strengths and areas of need. ECSs review participant activity logs and provide qualitative and quantitative feedback to help improve participants' job search performance. ECSs provide participants with additional resources and referrals as they become available and when participants require assistance in better targeting their SJS activities to their stated goals. Program duration is dependent upon individual participation. If no contact is made for 90 days the participant is closed out of the SNAP E&T Program. New Hampshire uses a combination of physical and virtual/online resources for approved locations for SJS. Any job fair or job board hosted by a state agency partner, such as a job fair hosted by New Hampshire Employment Security or a job posting found on the New Hampshire Job Match System are considered acceptable locations for SJS activities. These locations are considered acceptable as they have already been vetted for quality control as part of their introduction into the State's workforce development system. For third-party locations to be considered acceptable locations for SJS activities, they must meet at least one of the criteria below, this list is not exhaustive: • Creditable and/or industry-recognized job boards, such as Indeed.com or USAJOBS.gov. • Physical or online resource activity linked to a State workforce development partner, such as WIOA Adult/Youth or Vocational Rehabilitation.

	• Physical or online resources offered directly by an employer, e.g. an employer-run job board or employer-run recruiting event. ECSs will conduct periodic spot checks of activity logs to verify the accuracy of the information provided. Suspicious activity log entries such as repetitive copy-and-paste activities or inflated mileage and/or duration will also be verified. Successful completion of SJS is defined as entering new employment after enrolling in SJS or accepting a position of higher pay/authority, with any employer, if already employed.
Direct link	All participants are assessed at the time of enrollment. ECSs evaluate the participant's prior work experience, transferable skills, employability skills, financial literacy, digital literacy, and barriers to employment. This information enables ECSs to address participant job search needs before beginning SJS. Continued case management and program outreach enable ECSs to refine the SJS approach taken during participation. Participants are provided direct supervision to monitor progress through regular phone/digital/in-person communication. Job searching activities, such as, internet reviews of job postings, visiting potential employers, submitting job applications and resumes, networking at job fairs, and participating in interviews, are supervised through the monitoring of activity logs and authorization of mileage reimbursements.
Target population	Individuals actively seeking employment or positions of higher pay/authority if already employed (under-employed) and able to meet the minimum participation criteria.
Criteria for participation	Participants should have demonstrated knowledge of resumes, cover letters, and employment portfolio development. Participants should have digital literacy commensurate with their employment goals. At minimum the demonstrated ability to utilize a computer and conduct an internet job search. Participants need to attest to having adequate transportation of their own or attest to having sufficient

	knowledge of how to obtain transportation. E.g. having a car or access to a car; or understanding of the local public transit system and a willingness to use it. Participants need to attest to having adequate dependent care or to have sufficient knowledge of how to obtain dependent care. E.g. already having dependent care or awareness of local dependent care services and the willingness to use them. ECSs determine participants' level of readiness based on participant interview(s) and assessments. A detailed list of assessment tools can be found in Section XI b.
Geographic area	Statewide
E&T providers	This component is administered by the State of New Hampshire and CCSNH, with referrals to partner organizations.
Projected annual participation	
Estimated annual component costs	

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

Details	Job Search Training (JST)
Description of the component	ECSs assist with JST by reviewing participants' career portfolio materials, which include but are not limited to resumes, cover letters, and sample applications. ECSs will offer recommendations for improvement and assistance with tailoring materials to the desired career path where necessary. ECS will help participants create a career portfolio should one not be available. Participants will be guided through the career exploration process, which includes but is not limited to career research using O*NET Online or similar resources, examining career pathways/progression, and seeking out informational interviews with members within the field of interest. Participants will be trained in interview techniques, utilizing mock interviews as a readiness strategy.

	Participants may be directed to the services available at NHES including portfolio workshops, NH Job Match System (JMS), Workforce Connect, and My Next Move. Participants may also be directed to the Work Ready NH program administered by the Community College System of NH. Successful completion of JST is defined as the completion of a carer portfolio consisting of, at a minimum, a resume and cover letter tailored to the participant's desired career path and at least one career exploration of a high-wage or high-demand occupation in NH.
Target population	Individuals seeking to improve their job search skills and who meet the minimum criteria for participation.
Criteria for participation	Participants will need to demonstrate sufficient reading proficiency, math proficiency, and digital literacy needed to navigate the NH Job Match System (JMS) as well as online career research resources such as O*NET Online. Participants need to attest to having adequate transportation of their own or attest to having sufficient knowledge of how to obtain transportation. E.g. having a car or access to a car; or understanding of the local public transit system and a willingness to use it. Participants need to attest to having adequate dependent care or to have sufficient knowledge of how to obtain dependent care. E.g. already having dependent care or awareness of local dependent care services and the willingness to use them. ECSs determine participants' level of readiness based on participant interview(s) and assessments. A detailed list of assessment tools can be found in Section XI b.
Geographic area	Statewide
E&T providers	This component is administered by the State of New Hampshire and CCSNH, with referrals to partner organizations.
Projected annual participation	

Estimated annual component costs	

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

Details	**Job Retention (JR)**
Description of the component	For individuals who received SNAP in the month of or the month before beginning new employment, JR services will be made available. JR services will include case management, job coaching, and participant reimbursements. Job coaching refers to skill development geared to keeping a job once obtained rather than finding a new job. This might include proper call-out procedures, how to self-advocate in different environments, or managing the tension between personal and work life. JR services will be available for a minimum of 30 days to a maximum of 90 days. After 90 days of participation, participants must be disenrolled from the JR component. Once enrolled, individuals can continue to receive JR services even if their SNAP benefits have closed. Participants will have the option to end participation in JR at any time before the 90th day at their request. Successful completion of JR is defined as an individual maintaining employment at the end of the JR period.
Target population	Individuals who have received SNAP E&T services and subsequently secured employment. Individuals who entered SNAP E&T while employed must have secured new/additional employment or accepted a position of higher pay or authority with their current employer to qualify for JR.
Criteria for participation	Individuals must have received services in at least one other E&T component before securing employment. Individuals with current employment may participate in JR if they received services in at least one other component before securing new employment, e.g. taking a second job, or leaving the current position for a position of greater pay/responsibility.

	There is no limit to the number of times an individual may receive JR services if the individual has re-engaged with E&T before obtaining new employment. Individuals leaving SNAP can still receive up to 90 days of JR unless they are leaving SNAP due to a disqualification per § 273.7(f) or § 273.16.
Geographic area	Statewide
E&T providers	This component is administered by the State of New Hampshire and CCSNH.
Projected annual participation	
Estimated annual component costs	

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

Details	Self-Employment Training (SET)
Description of the component	
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	
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	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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	New Hampshire has partnered with CCSNH and NHCF to provide E&T participants with training and educational opportunities in high-wage and/or high-demand occupations. Programs that require in-person participation will be offered at the MCC, NCC, RVCC, and NHTI campuses. Programs that are online only are available to participants statewide. NHCF provides the funding for the partnership and CCSNH provides the credit and non-credit-bearing training and education programs. NH E&T and CCSNH will share the responsibility of participant reimbursements related to the EPC component. The training and education programs offered as part of the partnership will align with the State's Sector Partnership Initiative (SPI). The SPI focuses on the areas of Health Care, Manufacturing, Hospitality, Technology, and Construction. Employment sectors outside the SPI will be considered if the requesting participant can demonstrate: a viable credentialing program, current and future demand

	for the occupation, and an occupational career path that can provide a livable wage in NH. Successful completion of the EPC component related to credit-bearing programs is tracked on a semester basis per campus and is defined as an individual receiving a passing grade and receiving the associated credits for a specific course. E.g. a campus supports 10 individual courses during a semester, split between any number of participants, with 8 courses receiving a passing grade… this campus would report an 8/10 completion rate for the semester. Successful completion of the EPC component related to non-credit-bearing programs is tracked on a semester basis per campus and is defined as an individual receiving a certification or credential. E.g. a campus has 5 individuals actively enrolled in certification programs at the start of a semester with 2 individuals receiving their certifications by the end of the semester… this campus would report a completion rate of 2/5 for the semester. It is understood that the remaining 3 individuals will be rolled into the next semester's numbers as they continue working on their certification programs.
Target population	Individuals seeking to attend high-wage/high-demand occupational training that also meets the minimum criteria for participation would be considered the target population.
Criteria for participation	During the assessment process, participants will need to demonstrate sufficient reading and math proficiency and digital literacy to function effectively in a classroom or training environment. Participants need to attest to having adequate transportation of their own or attest to having sufficient knowledge of how to obtain transportation. E.g. having a car or access to a car; or understanding of the local public transit system and a willingness to use it. Participants need to attest to having adequate dependent care or to have sufficient knowledge of how to obtain dependent care. E.g. already having dependent care or awareness of local dependent care services and the willingness to use them.

	ECSs determine participants' level of readiness based on participant interview(s) and assessments. A detailed list of assessment tools can be found in Section XI b. Participants must be able to meet program-specific entry requirements, as determined by the training provider. E.g. must be able to pass the Accuplacer exam, have completed required prerequisite course work, or have completed required medical screening/vaccinations.
Geographic area	Greater Manchester, Nashua, Concord, Keene, Claremont, and Lebanon areas. Statewide for online-only training and education opportunities.
E&T providers	The Community College System of New Hampshire.
Projected annual participation	
Estimated annual component costs	
Not supplanting	Under the partnership with the CCSNH, funding for training and education opportunities would be offered to E&T participants who are not available for other financial assistance or whose available financial aid does not cover the cost of participation.
Cost parity	All eligible training programs would need to be added to the NH Job Match System (State approved training provider list), therefore training costs are standardized regardless of referral or funding source. Education programs are supported per course/credit, including associated fees, and are therefore uniform for all individuals regardless of funding source.

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

Details	English Language Acquisition (EPEL)
Description of the component	
Target population	
Criteria for participation	

Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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

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

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

Details	Work Readiness Training (EPWRT)
Description of the component	
Target population	
Criteria for participation	

Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.XI. Educational Program Details: Other

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

III. Work Experience (WE)

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

Work Activity and Unsubsidized WBL Components

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

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

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	
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	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	
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	
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	
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	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	
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.	☐
Operates in compliance with all applicable labor laws.	☐
Will not displace or replace existing employment of individuals not participating in E&T.	☐
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	☐

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	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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

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

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

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	
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.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	
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:	**CCSNH**
Service Overview:	CCSNH will provide credit and non-credit bearing training and education programs in high-wage and/or high-demand occupations. CCSNH will also assist in providing the support services, such as tools, equipment, uniforms, etc., needed for participants to attend training.
Intermediary:	☐ Yes ☒ No
Components Offered:	Career/Technical Education, Supervised Job Search, Job Search Training, and Job Retention.
Credentials Offered:	Industry-recognized credentials, certifications, and Associate degrees in the areas of healthcare, manufacturing, technology, hospitality, and construction.
Participant Reimbursements Offered:	Training and Education related support services in the categories of: • License & Training fees • Computer & Technology • Tools & Equipment • Clothing & Uniforms • Other/Misc. deemed reasonable and necessary for participation in identified training programs
Location:	Manchester Community College, Nashua Community College, River Valley Community College, and NHTI – Concord's Community College

Contract or Partner Name:	**CCSNH**
Target Population:	Individuals seeking training in high-wage and/or high-demand occupations.
Monitoring of contractor:	CCSNH will be monitored on training and education program completion rate effectiveness of case management, fiscal record keeping, and adherence to MOU stipulations.
Ongoing communication with contractor:	Communication with CCSNH is conducted via online communication platforms, telephone, and email.
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☒ No
New Partner:	☐ Yes ☒ No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ 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:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ 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:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ 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:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ 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:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ 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

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	
Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.	
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.	
Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.	
Materials: Describe materials to be purchased with E&T funds.	
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.	
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	
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.)	

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.

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**.**
