

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
New Jersey	NJ	2026	Original Submission

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KEY PROGRAM STAFF

Provide one contact person for the State E&T Program.

Name	E-mail
ALECIA EUBANKS	

AMENDMENT LOG

NOTE: THE AMENDMENT LOG IS ONLY APPLICABLE WHEN SUBMITTING AN AMENDMENT TO A STATE PLAN

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.

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
AOSOS	DOL's America's One Stop Operating System
CSA	Comprehensive Social Assessment
CSSA	County Social Service Agency
DHS	NJ Department of Human Services
E&T	Employment and Training
ECATS	Electronic Cost Accounting and Timesheet System
EPDT	Employability Plan Development Tool
FAMIS	Family Assistance Management Information System
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
FTE	Full Time Equivalent Positions
FY	Fiscal Year
GA	General Assistance
GSETA	Garden State Employment and Training Association
IAR	Inter-Agency Referral
IRP	Individual Responsibility Plan
ITO	Indian Tribal Organization
JOBS	Job Opportunities for Building Success
MIS	Management Information System
MOU	Memorandum of Understanding
NJDHS's DFD	New Jersey Department of Human Services Division of Family Development
NJDOL	New Jersey Department of Labor and Workforce Development
NJSNAP	New Jersey Supplemental Nutrition Assistance Program
NOAA	Notice of Adverse Action
OJT	On-the-Job Training

OSCC	One-Stop Career Center
P2R	Pathways to Recovery
POLAR	Office of Policy and Legal Affairs
PrOps	NJDFD Program Operations
QWR	Quarterly Wage Record information
REAP	Rapid Employment Replacement Program
RFP	Request for Proposal
SCEP	Senior Community Services Employment Program
SETC	State Employment and Training Commission
SJS	Supervised Job Search
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WDB	Workforce Development Board
WFNJ/GA	Work First New Jersey/General Assistance
WFNJ/TANF	Work First New Jersey/ Temporary Assistance for Needy Families
WIOA	Workforce Innovation and Opportunity Act
WOTC	Work Opportunity Tax Credit
WRs	NJ SNAP Work Registrants

SUMMARY OF 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:

- Increase the ability of SNAP participants to obtain regular employment
- Meet State or local workforce needs

The New Jersey Department of Human Services' Division of Family Development (NJDHS's DFD) is the agency responsible for overseeing the Supplemental Nutrition Assistance Program (SNAP) and Work First New Jersey (WFNJ). WFNJ consists of the state's Temporary Assistance for Needy Families (TANF) and the state's General Assistance (GA) program. The SNAP E&T and WFNJ programs are administered at the local level by the 21 County Social Service Agencies (CSSAs), under DFD supervision, and through various contracts with vendors for services.

The New Jersey Department of Labor (NJDOL) is responsible for WFNJ and SNAP employment-directed and workforce development activities as outlined below. Employment-directed and workforce development activities are administered at the local One-Stop Career Centers (OSCCs) under NJDOL supervision. By integrating the WFNJ and SNAP E&T populations into the OSCC system, opportunities for self-sufficiency, employment retention, and career advancement are maximized. NJ strives to implement a SNAP E&T program where participants are empowered and connected to individualized, quality services.

A Memorandum of Understanding (MOU) is in place between NJDHS's DFD and NJDOL, guiding the close collaboration between the two entities in the delivery of WFNJ and SNAP E&T services. The MOU outlines the way in which SNAP customers receive workforce-related services, how those activities will be tracked and reported, and the flow of funding of federal and state TANF, GA, and SNAP E&T funds to support this effort, as well as all other required provisions to ensure continuity of benefits along with the best possible workforce outcomes.

To enhance SNAP participants' employment prospects and meet local workforce needs, several strategic actions are taken:

- Skill Assessment and Matching: Evaluate participants' skills and interests, aligning them with local job demands
- Targeted Training Programs: Offer industry-specific training with recognized credentials in high-demand fields like healthcare and technology.
- Employer Partnerships: Work with businesses to provide internships and apprenticeships for practical experience.
- Career Counseling and Support: Offer personalized guidance, including resume help, interview prep, and job search strategies.
- Transportation and Childcare Solutions: Address employment barriers by providing subsidies or assistance for transportation and childcare.
- Flexible Training Schedules: Provide training with flexible timing to accommodate other commitments.
- Continuous Feedback Loop: Gather feedback to continually improve training relevance.
- Use of Technology: Employ digital tools for remote learning and job matching, increasing accessibility.
- Community and Networking Events: Organize events connecting participants with employers and industry leaders.
- Mentorship Programs: Establish mentorships with experienced professionals for guidance and support.

These strategies aim to equip SNAP participants for stable employment, supporting economic stability and self-sufficiency.

WFNJ and SNAP E&T share America's One-Stop Operating System (AOSOS) as a system of record for E&T services, offering streamlined opportunities for shared case management and shared service strategies. NJDOL and the State Employment and Training Commission (SETC) will continue to work with the Local Workforce Development Boards (LWDBs) to set specific targets for co-enrollment across WFNJ and Workforce Innovation and Opportunity Act (WIOA) Title I Adult services. This offers our system an opportunity to expand and increase the success of individuals with low incomes in gaining access to career pathway opportunities and ultimately, "good jobs."

In addition to supporting more integration of WIOA and WFNJ services within our OSCC and through service delivery, NJDOL will also continue to support integration of these services by supporting more alignment of policy, data, and systems at the state level. NJDOL will continue to develop and build joint policies and monitoring systems – for both programmatic and fiscal activities, as well as align WFNJ and SNAP E&T services with WIOA activities through state-level policy. In addition, our WFNJ and SNAP E&T services are also part of Data Modernization efforts. The full integration of WIOA and WFNJ/SNAP E&T services is a core focus of this state plan.

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

☐

State

☒

County

Describe how counties share information with the State agency.

The New Jersey Department of Human Services' Division of Family Development (NJDHS's DFD) and the New Jersey Department of Labor and Workforce Development (NJDOL) actively participate in and contribute to comprehensive statewide meetings, including those organized by the State Employment and Training Commission (SETC) and the Garden State Employment and Training Association (GSETA). These meetings serve as vital platforms for sharing essential policy and procedural updates while also providing an opportunity to gather valuable feedback from stakeholders, ensuring that programs remain responsive and effective. Additionally, NJDHS's DFD and NJ DOL send representation to each county's Operations Meeting, which occurs at least quarterly. This meeting brings together representatives from the local CSSA, One-Stop, vendors, and community-based organizations to discuss programmatic strategies and barriers.

NJDOL's AOSOS maintains client work activity information, and access is granted to both CSSA and One-Stop staff. AOSOS enhances communication across counties through its Inter-Agency Referral (IAR) mechanism, which enables seamless electronic data entry and sharing among all involved parties. This system facilitates efficient communication of case action information, ensuring that information is readily accessible for informed decision-making. Furthermore, third-party providers contribute by delivering monthly dashboards and performance reports, meticulously tracking participant engagement in programs and services. This data-driven approach enables stakeholders to monitor progress and outcomes effectively.

NJDOL program staff maintain robust, ongoing communication and offer technical assistance to Workforce Development Boards (WDBs), One-Stop Career Centers (OSCCs), and third-party providers. Regular weekly and monthly meetings are convened to address key aspects such as program implementation, fiscal compliance, policies, and emerging areas of concern. These sessions foster

collaboration and ensure alignment across all entities involved.

DHS's DFD is responsible for oversight and disseminating information to the CSSAs, who utilize state case management systems to record case-level information. DHS's DFD attends local county operations meetings with the CSSA, WDBs, and local vendors regularly to discuss local area practices and concerns. DHS's DFD facilitates monthly meetings with CSSA Directors and bi-monthly meetings with CSSA Administrative Supervisors to discuss statewide initiatives and to provide technical assistance and guidance on program operations.

Describe how the State agency monitors county operations.

To uphold quality and compliance, NJDOL program staff conducts quarterly reviews of participant files, ensuring they comprehensively contain essential components like intake and assessment, individual employment plans, work activities, supportive services, training, case notes, and employment verification. Monthly fiscal and program monitoring further reinforces accountability, with systematic reviews of payment vouchers, dashboards, AOSOS data, and supporting documentation. Any findings are promptly shared with WDBs and third-party providers, facilitating continuous improvement and adherence to standards. Findings are shared with DHS's DFD at DFD/DOL executive meetings.

DHS's DFD has County Liaisons in each county and they are on site at the CSSA, monitoring county operations and providing technical assistance. Staff from DFD's Office of Program Operations monitors employment and training activities with various focuses, such as screening, referral, and compliance tracking.

PROGRAM CHANGES

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.

In FFY26, DHS's DFD plans to add a screening component to its ONETrac system to aid CSSA workers in adequately screening individuals for work registration and ABAWD regulations.

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.

NJDOL unveiled a new SNAP Skills, Training, Employment Program to Success (STEPS) NGO on August 26, 2025. Once the new grantees have been selected and awarded, this plan will be updated to reflect the changes. Additionally, Workforce Development Boards (WDBs) will be required to complete comprehensive monthly participant dashboards, a strategic move designed to significantly boost the tracking and enhancement of participant services. This robust approach aims to deliver more impactful support and drive superior outcomes for participants.

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.

Did the State agency consult the State workforce development board?

☒ Yes

☐ No

Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. Include the names, dates and outcomes of the consultation.

Date	State Workforce Development Board Name	Title(s) of Person Consulted	Outcome of Consultation
12/02/2024	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	Garden State Employment & Training Association- Executive Directors	NJDOL and NJDHS's DFD consult and meet regularly with GSETA, SETC, and WDBs. The overall mission of these organizations is to improve the skills of New Jersey's workforce by creating a coherent, integrated system of employment and training programs and services, and provide NJ residents with equal access learning opportunities needed to attain and maintain high levels of productivity and earning power.

To fortify the SNAP E&T program design, key elements of the plan were rigorously discussed: transitioning fiscal and program reporting requirements from the state fiscal year to align with the federal fiscal year and revising third-party dashboards to enhance the tracking and delivery of employment and training services. These strategic modifications are aimed at optimizing program efficiency and effectiveness, ensuring improved outcomes for participants.

GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies.

Through these consultations, we discuss and identify:

- In-demand and high-growth occupations in the state and local communities.
- Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring.
- Workforce development service providers that should become E&T providers.
- The role of NJDOL OSCCs and how they service participants and employers.

Additionally, we continue to work with these partners to:

- Co-enroll SNAP participants to ensure they receive the full array of training and supportive services.
 - Develop policies to ensure the integration of E&T programs and services for SNAP participants.
- SNAP is named as a partner in

			NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.
01/06/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	Garden State Employment & Training Association- Executive Directors	NJDOL and NJDHS's DFD consult and meet regularly with GSETA, SETC, and WDBs. The overall mission of these organizations is to improve the skills of New Jersey's workforce by creating a coherent, integrated system of employment and training programs and services, and provide NJ residents with equal access learning opportunities needed to attain and maintain high levels of productivity and earning power. GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies. Through these consultations, we discuss and identify: · In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring. · Workforce development service providers that should become E&T providers. · The role of NJDOL OSCCs and how they service participants and employers. Additionally, we continue to work with these partners to: · Co-enroll SNAP participants to ensure they receive the full array of training and supportive services. · Develop policies to ensure the integration of E&T programs and services for SNAP participants. SNAP is named as a partner in NJ's Unified WIOA Plan to ensure

			the integration and access of this population in E&T services.
02/03/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	Garden State Employment & Training Association- Executive Directors	GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies. Through these consultations, we discuss and identify: · In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring. · Workforce development service providers that should become E&T providers. · The role of NJDOL OSCCs and how they service participants and employers. Additionally, we continue to work with these partners to: · Co-enroll SNAP participants to ensure they receive the full array of training and supportive services. · Develop policies to ensure the integration of E&T programs and services for SNAP participants. SNAP is named as a partner in NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.
03/03/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	Garden State Employment & Training Association- Executive Directors	GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies. Through these consultations, we discuss and identify:

			· In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring. · Workforce development service providers that should become E&T providers. · The role of NJDOL OSCCs and how they service participants and employers. Additionally, we continue to work with these partners to: · Co-enroll SNAP participants to ensure they receive the full array of training and supportive services. · Develop policies to ensure the integration of E&T programs and services for SNAP participants. SNAP is named as a partner in NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.
03/19/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	State Employment & Training Commission	GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies. Through these consultations, we discuss and identify: · In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring. · Workforce development service providers that should become E&T providers. · The role of NJDOL OSCCs and how they service participants and employers. Additionally, we continue to work

			with these partners to: · Co-enroll SNAP participants to ensure they receive the full array of training and supportive services. · Develop policies to ensure the integration of E&T programs and services for SNAP participants. SNAP is named as a partner in NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.
04/07/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	Garden State Employment & Training Association- Executive Directors	GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies. Through these consultations, we discuss and identify: · In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring. · Workforce development service providers that should become E&T providers. · The role of NJDOL OSCCs and how they service participants and employers. Additionally, we continue to work with these partners to: · Co-enroll SNAP participants to ensure they receive the full array of training and supportive services. · Develop policies to ensure the integration of E&T programs and services for SNAP participants. SNAP is named as a partner in NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.
05/05/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark,	Garden State Employment & Training Association- Executive	GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce

	Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	Directors	readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies. Through these consultations, we discuss and identify: · In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring. · Workforce development service providers that should become E&T providers. · The role of NJDOL OSCCs and how they service participants and employers. Additionally, we continue to work with these partners to: · Co-enroll SNAP participants to ensure they receive the full array of training and supportive services. · Develop policies to ensure the integration of E&T programs and services for SNAP participants. SNAP is named as a partner in NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.
06/02/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	Garden State Employment & Training Association- Executive Directors	GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies. Through these consultations, we discuss and identify: · In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize

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06/18/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	State Employment & Training Commission	GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies. Through these consultations, we discuss and identify: · In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring. · Workforce development service providers that should become E&T providers. · The role of NJDOL OSCCs and how they service participants and employers. Additionally, we continue to work with these partners to: · Co-enroll SNAP participants to ensure they receive the full array of training and supportive services. · Develop policies to ensure the integration of E&T programs and

			services for SNAP participants. SNAP is named as a partner in NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.
07/07/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater Raritan, Hudson, Mercer, Middlesex	Garden State Employment & Training Association- Executive Directors	GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies. Through these consultations, we discuss and identify: · In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring. · Workforce development service providers that should become E&T providers. · The role of NJDOL OSCCs and how they service participants and employers. Additionally, we continue to work with these partners to: · Co-enroll SNAP participants to ensure they receive the full array of training and supportive services. · Develop policies to ensure the integration of E&T programs and services for SNAP participants. SNAP is named as a partner in NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.
08/04/2025	Atlantic, Bergen, Burlington, Camden, Monmouth, Newark, Northwest NJ (Morris/Sussex/Warren), Ocean, Passaic, Union, Cumberland/ Salem/Cape May, Essex, Gloucester, Greater	Garden State Employment & Training Association- Executive Directors	GSETA and SETC (located within DOL) identify and analyze critical issues relating to workforce readiness and provide policy guidance in the fields of employment, training, and education, and support innovative programs to advance collaboration among governmental agencies.

	Raritan, Hudson, Mercer, Middlesex		Through these consultations, we discuss and identify: · In-demand and high-growth occupations in the state and local communities. · Skills, certificates, or credentials that employers in high-growth and in-demand industries prioritize when hiring. · Workforce development service providers that should become E&T providers. · The role of NJDOL OSCCs and how they service participants and employers. Additionally, we continue to work with these partners to: · Co-enroll SNAP participants to ensure they receive the full array of training and supportive services. · Develop policies to ensure the integration of E&T programs and services for SNAP participants. SNAP is named as a partner in NJ's Unified WIOA Plan to ensure the integration and access of this population in E&T services.
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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.

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

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

The New Jersey Department of Labor and Workforce Development (NJDOL) collaborates closely with Local Workforce Development Boards (LWDBs) through One-Stop Career Centers (OSCCs) to optimize service delivery for individuals eligible under both the Supplemental Nutrition Assistance

Program (SNAP) and the Workforce Innovation and Opportunity Act (WIOA). This partnership is designed to ensure seamless co-enrollment and increase access to service programs and training, while significantly reducing overlap and boosting efficiency. Most importantly, co-enrollment will equip participants with an extensive array of wraparound services, delivering a holistic support system that addresses their diverse needs and empowers their success.

SNAP Skills, Training, Employment, Program to Success (SNAP STEPS) third-party vendors play a pivotal role in this integrated approach. They work together with LWDBs to ensure that SNAP participants are referred to suitable Title I services under WIOA. Conversely, these grantees also facilitate the reverse referral process, guiding SNAP-eligible Title I recipients into SNAP Employment and Training (E&T) programs.

Moreover, SNAP STEPS grantees are equipped with the capability to monitor and support participants across both SNAP and WIOA programs, ensuring a comprehensive and seamless service experience. This coordination not only enhances the quality of services provided but also ensures that participants receive the maximum benefit from both programs, fostering their path to employment and self-sufficiency.

Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

☐ Yes

☒ No

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.

New Jersey's Work First New Jersey (WFNJ) program is a comprehensive employment initiative tailored for recipients of Temporary Assistance for Needy Families (TANF) and General Assistance (GA). The program offers a variety of Employment and Training (E&T) components that align seamlessly with those provided by the New Jersey SNAP Employment and Training (E&T) program, ensuring consistency and compatibility in service delivery. NJDHS's DFD and NJDOL continue coordinating efforts as needed in the planning process and resources utilized for the NJ SNAP E&T and WFNJ programs for TANF and GA. Within NJDHS's DFD is the Office of Program Operations (PrOps), which oversees WFNJ and SNAP.

Local Workforce Development Boards (WDBs) play a crucial role in the strategic planning and coordination of both the WFNJ and NJ SNAP E&T programs. This collaborative effort is conducted under the guidance and oversight of the New Jersey Department of Labor and Workforce Development (NJDOL) and the New Jersey Department of Human Services' Division of Family Development (NJ DHS's DFD). Their joint supervision ensures that program objectives are met effectively and resources are utilized efficiently.

Furthermore, the state extends its support to New Jersey SNAP work registrants (WRs) within the GA population through targeted initiatives in the NJ SNAP E&T program. By integrating services across these programs, New Jersey aims to provide a unified and robust framework that empowers participants to achieve sustainable employment and economic stability. This strategic alignment not only enhances the efficacy of the programs but also maximizes the impact of available resources, driving positive outcomes for participants across the state.

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).

The New Jersey Department of Labor and Workforce Development (NJDOL) strategically utilizes a diverse array of programs to enhance the support and opportunities available to SNAP Employment and Training (E&T) clients. By leveraging these resources, NJDOL aims to maximize the benefits for SNAP E&T participants, creating pathways to sustainable employment and career advancement.

Key programs that coordinate to support SNAP E&T clients include but are not limited to:

- Community Library Grant: Provides adult basic literacy instruction, English Language Acquisition, computer skills, credentials, and GED testing.
- Literacy Innovations Initiative: Assists participants with adult, digital and family literacy to increase opportunities for unsubsidized employment and retention.
- Jobs Opportunities for Building Success (JOBS): Funds employment and training services for the justice-involved population whose workforce conditions have impeded successful reentry into the workforce and community.
- Pathways to Recovery (P2R): Deepens the network of employment supports for those affected by the opioid epidemic. Provides case management, training, supportive services, and job coaching/mentoring to increase employment and retention opportunities.
- Senior Community Services Employment Program (SCSEP): The Program is a community service and work-based training program for older workers which provides subsidized, community service-based training for low-income people 55 or older who are unemployed and have poor employment prospects. In New Jersey 80% of program participants are SNAP eligible.
- Work Opportunity Tax Credit (WOTC): This program incentivizes employers to hire individuals from targeted groups, including SNAP E&T participants, by offering them a tax credit. This encourages the employment of SNAP E&T clients, facilitating their integration into the workforce.
- Federal Bonding Program: This initiative provides employers with a financial guarantee against potential losses, which reduces hiring risks and opens doors for SNAP E&T participants to secure employment opportunities.
- Pre-Apprenticeship Programs: These programs prepare SNAP E&T participants for entry into registered apprenticeships, equipping them with essential skills and credentials that enhance their employability and career prospects.

In collaboration with NJDOL, NJ DHS's DFD is exclusively responsible for delivering SNAP E&T services. This partnership ensures that participants receive comprehensive support that is tailored to their unique needs and goals. Through this coordinated effort, NJDOL and DFD create a robust framework that not only empowers SNAP E&T clients but also fosters their long-term success in the workforce. By integrating these programs, New Jersey is committed to providing a holistic approach that maximizes opportunities and resources for SNAP E&T participants, driving positive outcomes across the state.

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
- ☐ Yes, but not all ITOs
- ☐ No
- ☒ There are no ITOs in my State

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.

Does the State agency offer an E&T program statewide?

☒ Yes

☐ No

Indicate the type of E&T program the State agency operates.

☐ Mandatory per 7 CFR 273.7(e)

☒ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

Does the State agency serve the following populations? Select 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?

☐ Yes

☒ No

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)).

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Veterans
- ☒ Students
- ☒ Single parents
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Underemployed
- ☐ Those that reside in rural areas
- ☒ At-Risk for Homelessness
- ☒ Age 55 or older with low income

Estimated Participant Levels

Project participation in E&T for the upcoming Federal fiscal year. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal fiscal year.

QUESTION	RESPONSE FIELD
Anticipated number of work registrants	62,297

State Exemptions

List State exemptions from E&T and the participation, such as individuals to be exempted under each category.

EXEMPTION	TOTAL INDIVIDUALS
All Work Registrants	62,297

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	62,297
Percent of all work registrants exempt from E&T	100.00%

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	31,473
Anticipated number of ABAWDs in waived areas of the State	30,829
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	644
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	0

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	7,187
Total anticipated number of E&T participants	7,187
Anticipated number of ABAWDs to be served in E&T	2,827

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

- ☒ Annually
- ☐ Bi-annually
- ☐ Other

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.

Indicate which division within the SNAP State agency is responsible for the E&T program. (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, explain 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 state E&T program is directly administered and supervised at the state level by NJDOL. NJDHS's DFD establishes all policies regarding SNAP E&T, and is responsible for disseminating policy guidance and training to NJDOL and the local CSSAs. In collaboration with DHS, the NJDOL is responsible for establishing E&T procedural guidelines for policy implementation, which are disseminated to WDBs, OSCCs and third-party providers. Additionally, NJDOL oversees contracts, performance, and provides monitoring/on-going technical assistance to WDBs and third-party providers. The E&T program unit is separate from the SNAP certification unit.

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

Coordination and communication regarding policy and procedures between SNAP E&T and the larger SNAP occur frequently through emails and regular meetings held between NJDHS's DFD and NJDOL. Representatives from PrOps (including SNAP E&T) meet with NJDHS's DFD's Office of Policy and Legal Affairs (POLAR) to keep all members advised of trends and changes.

Describe the State's relationships and communication with intermediaries or E&T providers.

NJDOL coordinates with NJDHS's DFD to explore ways for further data collection in support of performance measurements aligned with federal guidelines and to maximize alignment with WIOA as much as possible. NJDHS's DFD and NJDOL conduct frequent meetings on policy updates and maintain constant communication regarding program operations. Means of communication with WDBs and CSSAs are conducted regularly via Team/Zoom meetings and/or in person. AOSOS is the system of record for E&T services, offering streamlined opportunities for shared case management and shared service strategies. Beginning with Program Year 2025, NJDOL and the SETC will work with our LWDBs to set specific targets for co-enrollment across WFNJ and WIOA Title I Adult services. This offers our system an opportunity to expand and increase the success of low-income individuals in gaining access to career pathway opportunities and ultimately, "good jobs." Additionally, NJDOL will continue to support integration of WIOA and WFNJ/SNAP services within OSCC by providing more guidance on alignment of policy, data, and systems at the state level. NJDOL will continue to develop and build joint policies and monitoring systems – for both

programmatic and fiscal activities, as well as align WFNJ/SNAP employment and training services with WIOA activities through state-level policy. In addition, our WFNJ/SNAP employment and training services are also part of Data Modernization efforts. The full integration of WIOA and WFNJ/SNAP services is a core focus.

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

NJDHS's DFD issues new policies, changes in policy, and procedures in the Division of Family Development Instruction (DFDI). Broadcast messages are displayed within state systems, notifying of changes and updates. All policy changes related to SNAP E&T are sent to NJDOL staff and discussed at regular meetings.

NJDOL shares new policy and procedure information via monthly meetings with state partners via SETC, GSETA, and third-party providers monthly meetings. Partners are informed promptly of changes to federal policies and procedures. NJDHS's DFD holds joint meetings with the WDBs and OSCC Operators at the state and local county operation levels. In addition, meetings are held directly between the CSSAs and local workforce operations.

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

The New Jersey Department of Labor and Workforce Development (NJDOL) partners with the New Jersey Department of Human Services' Division of Family Development (NJDHS's DFD) to improve data collection for performance measurement and align with the Workforce Innovation and Opportunity Act (WIOA). Regular policy meetings are held to ensure ongoing communication and maintain smooth program operations, engaging with Workforce Development Boards (WDBs) and County Social Services Agencies (CSSAs) through virtual and in-person meetings. America's One-Stop Operating System (AOSOS) is the official record-keeping system for Employment and Training (E&T) services, enabling shared case management. Additionally, E&T providers are required to complete monthly dashboard to track training and services rendered to participants. This excel dashboard is utilized to share data, upload and track participant information into in AOSOS.

NJDOL is committed to integrating WIOA and WFNJ/SNAP services within One-Stop Career Centers (OSCCs) by aligning policies, data, and systems. The department continues to develop joint policies and monitoring systems to manage programmatic and fiscal activities effectively. These efforts are part of Data Modernization initiatives, emphasizing the full integration of WIOA and WFNJ/SNAP services to upskill individuals and improve their quality of life.

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

The New Jersey Department of Labor and Workforce Development (NJDOL) uses the America's One-Stop Operating System (AOSOS) as its management information system (MIS). AOSOS manages Employment and Training (E&T) data, including case management, assessments, interagency referrals, literacy testing, and attendance. It tracks the following:

- Annual Outcome Measures
- Participant Information (demographics, contact details, DOB, SSN)

- Work Registrant data
- Participant Referrals
- Employment and Retention Outcomes
- Job Retention

CSSA eligibility workers enter data into the state's legacy system, which is electronically transferred to AOSOS, creating records for One-Stop Career Centers (OSCC).

New Jersey, one of two states still using AOSOS, plans to upgrade its system. Following extensive stakeholder engagement, the state is issuing a Request for Proposal (RFP) to develop a new system, aiming to improve data access, workforce insights, and data analytics.

Describe the State agency's process for monitoring E&T providers' 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.

NJDOL Work First New Jersey (WFNJ) program staff oversee Employment and Training services provided by Workforce Development Boards (WDBs), One-Stop Career Centers (OSCCs), County Social Services Agencies (CSSAs), and third-party providers. Monitoring occurs monthly and quarterly, including in-person visits, to ensure fiscal and programmatic compliance.

Reviewed areas include:

- Number of SNAP participants served
- Outreach activities
- Individual Employment Plans (IEPs)
- Education, training, and credential attainment
- Employment and retention outcomes
- Budget allocation and expenditures
- Random participant file samples

WFNJ staff approve monthly expenditures and provide ongoing technical assistance. Monthly meetings address issues, offer guidance, and share best practices. All invoices are reviewed by NJDOL's fiscal department to ensure accuracy.

Quarterly, WDBs and third-party providers undergo in-person monitoring, with participant files checked for service delivery, training, and staff allocation. Reports are issued within 30 days, requiring provider responses within another 30 days, ensuring continuous improvement and compliance.

How frequently does the State agency monitor E&T providers' program and fiscal operations?

- ☐ Daily
- ☐ Weekly
- ☒ Monthly
- ☐ Quarterly
- ☐ Bi-Annually
- ☐ Annually
- ☐ Other

Describe how the State agency evaluates the performance of providers 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).

NJDOL Work First New Jersey (WFNJ) staff review participant initial assessments, individual employment plans, Comprehensive Social Assessments (CSA), and Employability Plan Development Tools (EPDT) to evaluate E&T activity placements and outcomes. Third-party providers provide monthly dashboards that track participant activities and services. NJDOL uses AOSOS for ongoing monitoring and tracking of participant activities. Overall program performance is continuously monitored to ensure effectiveness and alignment with participant needs and employment goals.

How frequently does the State agency evaluate the performance of providers in achieving the purpose of E&T?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☒ Quarterly
- ☐ Bi-Annually
- ☐ Annually
- ☐ Other

SCREENING FOR WORK REGISTRATION

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

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

All household members applying for NJ SNAP are screened for mandatory work registration at the time of application and recertification. Screening occurs by reviewing all exemption criteria with the household outlined in N.J.A.C. 10:87-10.2 and confirming if any exemptions exist. Should a household member meet the requirements for mandatory work registration, the work requirement is verbally explained, and the client is sent a notice outlining the requirement. The notice includes information about mandatory work registration, voluntary quit provisions, exemption criteria, instructions on meeting exemption criteria at a later date, not agreeing with the work registration decision, and fair hearings. SNAP E&T is also explained to those who meet an exemption, should an individual be interested in voluntarily participating in the program.

The CSSA Eligibility Worker enters required information into the state's legacy system, which is sent electronically to AOSOS, the formal electronic communication system for case management, where an electronic record of work registration is created and sent to the OSCC no later than five working days after certification.

How does the State agency work register non-exempt individuals?

The CSSA NJ SNAP eligibility worker enters required information into the state's legacy system, which is sent electronically to AOSOS, the formal electronic communication system for case management, where an electronic record of work registration is created and sent to the OSCC no later than five working days after certification. The NJ SNAP E&T worker or the CSSA case manager schedules, in writing, WRs for OSCC employability assessment, as part of the orientation appointment, immediately or within 10 days.

At what point in the certification process does the State agency provide the written explanation of the applicable work requirements? Select all that apply.

- ☐ Point of Intake
- ☒ Point of Certification
- ☒ Reported change in the work registrant status of household members
- ☒ Point of Recertification
- ☐ State does not provide written explanation

At what point in the certification process does the State agency provide the oral explanation of the applicable work requirements? Select all that apply.

- ☒ Point of Intake
- ☒ Point of Certification
- ☒ Reported change in the work registrant status of household members
- ☒ Point of Recertification
- ☐ State does not provide oral explanation

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.

CSSA eligibility workers screen all SNAP recipients for mandatory work registration. All SNAP household members who do not meet a mandatory work registration exemption are deemed appropriate to participate and may be referred to the OSCC for additional screening and potential participation in SNAP E&T, should they state they wish to participate. Non-work registrants may also be referred to the OSCC for additional screening and potential participation in SNAP E&T, should they state they wish to participate.

Individuals who wish to voluntarily participate in the program are further screened by OSCC staff and referred to a particular SNAP E&T component activity offered by the local OSCC or one of their partners. Screening criteria for specific activities vary depending on the requirements for the particular activity.

What information does the State provide to a SNAP recipient to explain SNAP E&T participation criteria?

The State Agency provides the SNAP recipient with a copy of the consolidated work notices, SNAP 35 & 36, which explain the general SNAP work requirements and the ABAWD time limit rules.

How does the State document that the information has been provided?

The State Agency documents the sent notices in the client's case record in ONETrac. Verification of the oral explanation is maintained in the CSSA case management system.

What is the State's model for screening and referral to SNAP E&T? Select all that apply.

- ☒ Reverse Referral
- ☒ Direct Referral

When does screening for referral to E&T occur? Select all that apply.

- ☒ Initial Certification
- ☒ Recertification
- ☒ Reported change in the work registrant status of households
- ☐ Other

Describe the process for screening for direct referral to E&T, including the staff involved.

All SNAP household members who do not meet a mandatory work registration exemption are deemed appropriate to participate and may be referred to the OSCC for additional screening and potential participation in SNAP E&T, should they state they wish to participate. Non-work registrants may also be referred to the OSCC for additional screening and potential participation in SNAP E&T, should they state they wish to participate.

The eligibility worker broadly discusses the E&T program with each household, in person or by telephone, providing an overview of potentially available activities, participant reimbursements, and rights and responsibilities. In the event that a SNAP participant wants to participate in SNAP E&T, referrals are sent to the local OSCC for an assessment.

When does the screening for a reverse referral request occur?

A reverse referral occurs when an individual seeks to enroll in the SNAP Employment and Training (E&T) program but has not been referred by the County Social Services Agency (CSSA) to the OSCC or SNAP STEPS Vendor for eligibility.

- The OSCC or third-party provider initially identifies a potential SNAP STEPS participant.
- If not participating in SNAP, the individual is instructed to apply for SNAP online at <https://mynjhelps.gov/home>.
- If participating in SNAP, the third-party provider confirms with NJ DOL that the individual is a SNAP participant and has been screened for E&T. NJ DOL confirms this information with NJDHS's DFD for each participant.
- Once it is determined that the individual receives SNAP, the new participant is assessed and placed in the SNAP STEPS program.

Describe the process for screening during the reverse referral request process, including the staff involved.

A reverse referral can occur through one of two pathways:

1. Current SNAP Recipients: If the individual is already connected with an OSCC or a third-party vendor and is a SNAP recipient, their enrollment status will be recorded in AOSOS. In this case, OSCC case management can proactively contact CSSA case management to facilitate the necessary screening. This screening process mirrors the standard procedures conducted during certification and recertification. Following the screening, a referral is sent back to the OSCC via AOSOS, ensuring seamless integration into the SNAP E&T program.
2. Non-Enrolled Individuals: For individuals not currently enrolled in SNAP, they will be directed to the NJ SNAP screening tool, online application, and local CSSA for application. The standard screening and referral processes will then be initiated, aligning with established business practices to ensure a smooth transition into the program.

This referral mechanism ensures that all eligible individuals have access to SNAP E&T services, regardless of their initial point of contact, fostering greater participation and support.

Are participants informed about participant reimbursements before the individual is referred to E&T by eligibility staff?

☒ Yes

☐ No

How are participants informed about participant reimbursements?

Participants are made aware of participant reimbursements verbally at the initial screening within the standardized letter mailed to all work registrants, and through case management meetings with the OSCC and local vendor.

REFERRAL TO E&T

In accordance with 7 CFR 273.7(c)(2), in order to participate in SNAP E&T, the State agency must make the referral. The referral method may vary from participant to participant.

What information does the State provide to E&T participants when they are referred? Select all that apply.

- ☒ Information about accessing E&T services
- ☒ Case Management
- ☒ Dates
- ☒ Contact information
- ☒ Other

Explain what other information the State provides to E&T participants when they are referred.

Participants receive a general overview of One-Stop training programs and services.

How is the referral communicated? Select all that apply.

- ☒ Orally
- ☒ Electronic Forms
- ☒ Physical Forms
- ☒ Emails
- ☐ Text Messages
- ☒ Other

Explain the other methods of how the referral is communicated.

An Inter Agency Referral (IAR) is completed and shared with the CSSA and WDB/OSCC through AOSOS.

If the State receives a reverse referral request from an E&T provider, what steps does the State take?

If an individual wishes to enroll in SNAP E&T but has not been referred to the OSCC by the CSSA, a reverse referral may occur in one of two ways. (1) If the client is already connected with the OSCC or third-party vendor and they are a SNAP recipient, their information will be in AOSOS, indicating they are enrolled in the program. From there, case management from the OSCC can reach out to case

management at the CSSA to facilitate screening. The screening process would be identical to that performed at certification and recertification, and a referral would be sent back to the OSCC via AOSOS. (2) Should the client not be currently enrolled in SNAP, they would be referred to the NJ SNAP screening tool, online application, and local CSSA to apply. Screening and referral would commence as per normal business practices.

How does the State communicate to the SNAP participant that they are in SNAP E&T? Select all that apply.

- ☒ Orally
- ☐ Electronic Forms
- ☒ Physical Forms
- ☐ Emails
- ☐ Text Messages
- ☐ Other

How does the State communicate to the SNAP participant about their rights to receive participant reimbursements? Select all that apply.

- ☒ Orally
- ☐ Electronic Forms
- ☒ Physical Forms
- ☐ Emails
- ☐ Text Messages
- ☐ Other

How is information about the referral communicated to E&T providers, as applicable?

Based on the CSA and EPDT, the Individual Responsibility Plan (IRP) is created. The IRP document sets out the initial path of responsibility for the participant, indicating the assigned E&T component, its location, time, date, hours of expected attendance, and other pertinent supporting information such as additional support needed to succeed in the activity. A signed copy is given to the participant and the service provider. The referral may be communicated to the local partner in multiple ways, such as email, fax, mail, or phone call, depending on local processes.

How is information about the referral communicated within the State agency?

Information regarding the referral, attendance, assessments, placements, and reimbursements are entered into AOSOS. If immediate attention is necessary, an IAR is sent between the local OSCC and

CSSA to address the case. The eligibility staff charged to review the case could vary by local area based on operational procedures.

After referral, what additional steps does the E&T participant take to access the program? Select all that apply.

- ☒ Assessment
- ☒ Orientation
- ☒ Meet with case manager
- ☐ Other

Is orientation mandatory?

- ☒ Yes
- ☐ No

Who runs the orientation? Select all that apply.

- ☐ State Agency
- ☐ Intermediary
- ☒ E&T Provider
- ☒ County or Local Office

How is the orientation conducted? Select all that apply.

- ☒ In Person
- ☒ Virtually
- ☐ Online
- ☐ Self-Paced
- ☒ Other

Explain the other methods used for orientation.

Teleconference

What happens during the orientation?

Once referred for E&T, participants first contact will be with their local OSCC for an orientation. WDBs facilitate an initial orientation designed to introduce the participant to all the services and resources available through the OSCC system, including literacy services, training, and the like. Depending on the needs and availability of the participant, a one-hour orientation may be scheduled virtually, in-person, or on the phone for either a group or an individual.

ASSESSMENT

Does the State require or provide an assessment?

☒ Yes

☐ No

Who conducts the assessment? Select all that apply.

☐ State Agency

☒ E&T Provider

☐ Self-Assessment

☒ Intermediary

☒ Local Office

☐ Other

When are participants assessed?

SNAP E&T participants are typically assessed at several key points to ensure their needs and goals are appropriately addressed:

- Initial Assessment: Conducted during the intake process, often after referral from the County Social Services Agency (CSSA). This assessment helps to evaluate the participant's current skills, education, employment history, and any barriers to employment.
- Orientation: Participants may undergo further assessment during orientation at a One-Stop Career Center (OSCC) to better understand their interests and align them with suitable programs.
- Development of the Employability Plan: As part of creating the Employability Plan Development Tool (EPDT) Part B, participants undergo a detailed assessment to tailor their employment and training activities.
- Ongoing Assessment: Throughout their participation in the program, regular assessments are conducted to monitor progress, update goals, and adjust the employability plan as needed. This can occur at strategic points such as before changes in activities or referrals to new program components.
- Recertification: Participants are reassessed during the recertification process to ensure that the information remains current and relevant, enabling continued support and alignment with their evolving needs.

These assessments are crucial for providing personalized support and optimizing the participant's path to employment.

Describe the assessment. List the tools used in the assessment.

The Employment and Training (E&T) assessment for SNAP participants is a comprehensive process designed to evaluate an individual's skills, needs, barriers, and goals to develop a personalized employment and training plan. The assessment typically includes the following components and tools:

- Intake Interviews: Conducted by case managers to gather initial information about the participant's background, work history, education, and any immediate needs or barriers to employment.
- Employability Plan Development Tool (EPDT): A structured tool used to create a personalized employability plan. It helps identify career goals, necessary skills, and appropriate training or employment activities.
- Skills and Aptitude Tests: These tests assess the participant's current skills, aptitudes, and abilities, providing insights into suitable career paths or necessary training.
- Interest Inventories: Tools like the O*NET Interest Profiler may be used to determine the participant's interests and align them with potential career opportunities.
- Educational Assessments: Evaluations of the participant's educational level, including literacy and numeracy skills, to identify any need for basic education or GED preparation.
- Barrier Identification: Assessments to identify potential barriers to employment, such as childcare needs, transportation issues, or health-related concerns. This can involve structured questionnaires or interviews.
- Career Counseling Sessions: These sessions involve discussions with career advisors to explore career options, set realistic goals, and develop strategies to achieve them.
- Online Assessment Tools: Various online platforms and resources can be used to facilitate assessments, allowing for remote participation and ease of access.

Does the assessment result in the completion of an individual employment plan?

☒ Yes

☐ No

How are assessment results shared with State agency staff? Select all that apply.

☒ Orally

☒ Electronic Forms

☒ Physical Forms

☒ MIS System

☒ Email

☐ Other

☐ Assessment is not shared with State agency staff

How are assessment results shared with E&T providers? Select all that apply.

- ☒ Orally
- ☒ Electronic Forms
- ☒ Physical Forms
- ☒ MIS System
- ☒ Email
- ☐ Other
- ☐ Assessment is not shared with E&T providers

How are assessment results shared with E&T participants? Select all that apply.

- ☒ Orally
- ☒ Electronic Forms
- ☒ Physical Forms
- ☒ Email
- ☒ Other
- ☐ Assessment is not shared with E&T participants

Explain how else assessment results are shared with E&T participants.

Assessments are shared with employment and training participants through several methods to ensure transparency and active engagement in their development process:

- Direct Communication: Case managers discuss assessment results with participants during one-on-one meetings. This allows participants to ask questions, clarify details, and fully understand their assessment outcomes.
- Printed Copies: Participants are often provided with printed copies of their assessment results, including any plans or recommendations. This gives them a tangible reference to review and consider as they progress through their program.
- Electronic Access: Some systems may offer participants electronic access to their records through secure online portals. This enables participants to view their assessment results at their convenience.
- Follow-Up Sessions: Regular follow-up meetings or sessions are held to review assessment outcomes and discuss any updates or changes to their employability plan. These sessions help ensure participants remain informed and engaged.
- Informational Workshops: Group workshops or orientations might be used to explain assessment processes and results, especially for new participants, helping them understand how the assessments relate to their training and employment journey.

These methods ensure that participants have a clear understanding of their assessments, empowering them to take an active role in their employment and training plans.

Are participants reassessed?

☒ Yes

☐ No

When are participants reassessed?

SNAP participants are reassessed at various points to ensure that their needs are continuously met and that their employment and training plans remain relevant. These reassessment points typically include:

- **Recertification:** Participants are reassessed during the recertification process, which occurs periodically to verify continued eligibility for SNAP benefits. This reassessment helps update any changes in circumstances, such as employment status or household composition.
- **Changes in Circumstances:** If a participant experiences significant changes in their circumstances, such as a new job, a change in income, or family changes, they may be reassessed to adjust their employability plan accordingly.
- **Program Milestones or Transitions:** Participants may be reassessed when they reach certain milestones in their employment and training program or transition between different program components. This ensures that their goals and activities are still aligned with their progress and aspirations.
- **Periodic Reviews:** Regular periodic reviews may be conducted as part of ongoing case management to evaluate participant progress, reassess needs, and update plans. These reviews help ensure continuous support and effective service delivery.
- **Upon Request:** Participants can request a reassessment if they feel their current plan does not adequately address their needs or if they wish to pursue new opportunities.

How are participants reassessed?

Employment and training participants are reassessed through a structured process designed to ensure their plans remain aligned with their current needs and goals. The reassessment process typically involves the following steps:

- **Review of Current Status:** Case managers review the participant's current employment status, progress in training programs, and any changes in personal circumstances that could affect their employability or training needs.
- **Update of Assessment Tools:** Participants may undergo updated assessments using tools such as skills and aptitude tests, interest inventories, and educational evaluations. These tools help identify any new skills acquired or changes in career interests.
- **One-on-One Meetings:** Participants meet with their case managers to discuss their progress, any challenges encountered, and potential changes to their employment and training plans. This dialogue ensures that participants' voices are central to the reassessment process.
- **Goal Adjustment:** Based on the reassessment findings, goals within the Employability Plan Development Tool (EPDT) may be adjusted to reflect new aspirations, barriers, or opportunities.
- **Coordination with Providers:** Case managers may collaborate with employment and training providers to ensure that any changes to the participant's plan are supported with appropriate services and resources.
- **Documentation:** All reassessment activities and plan adjustments are documented in the management

information system, such as the Automated System for Office of Specialized Services (AOSOS), ensuring that all stakeholders have access to the most current information.

- Participant Feedback: Participants are encouraged to provide feedback on their reassessment experience to improve the process and ensure their needs are effectively met.

This comprehensive reassessment process helps maintain a responsive and supportive environment for participants, fostering successful outcomes in their employment and training journey.

CONCILIATION PROCESS

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

☒ No

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 be offered to the participant? Select all that apply.

- ☒ Comprehensive Intake Assessments
- ☒ Individualized Service Plans
- ☒ Progress Monitoring
- ☒ Coordination with Service Providers
- ☒ Reassessment
- ☐ Other

Who delivers the case management services in your State? Select all that apply.

- ☐ SNAP State agency
- ☒ Local Office(s)
- ☐ Intermediary
- ☒ E&T Providers

How are case management services delivered in your State? Select all that apply.

- ☒ Group Meeting (virtual)
- ☒ Group Meeting (in person)
- ☒ Individual (virtual)
- ☒ Individual (in person)
- ☒ Phone
- ☒ Text
- ☒ Email
- ☒ Other

Explain how else case management services are delivered in your State.

- Printed Materials: Participants may receive printed copies of their assessments, plans, and other relevant documents during in-person visits or via mail, providing them with tangible resources for reference.
- Workshops: These are delivered both in-person and virtually, offering participants opportunities to learn and develop skills in a collaborative environment.

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.

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	SNAP Eligibility workers, Social Work Case Managers, and County Social Services Agency (CSSA) staff coordinate through Inter-Agency Referrals (IARs) within AOSOS, email, and phone calls. They focus on referring clients to One-Stop Career Centers (OSCC), processing participant reimbursements or Supportive services, and reporting client participation, ensuring efficient service delivery and enhanced support for SNAP participants.
How do E&T case managers coordinate with: State E&T staff	State E&T Case Managers, Intake Workers, and support staff efficiently coordinate through fax, telephone, Inter-Agency Referrals (IARs), and emails to manage documentation. They focus on tracking participant attendance, requesting supportive resources, and processing work support reimbursements, ensuring participants receive the necessary support for successful program engagement.
How do E&T case managers coordinate with: Other E&T providers	Employment and Training (E&T) providers work closely with Workforce Development Boards (WDBs), One-Stop Career Centers (OSCCs), and third-party providers to enhance service delivery. Through regular communication and collaboration, they: · Align Program Goals: Ensure services are consistent with WDB and OSCC objectives. · Share Best Practices: Exchange insights to improve service quality. · Facilitate Resource Sharing: Collaborate to expand available services. - Monitor Participant Progress: Track outcomes and make timely adjustments.
How do E&T case managers coordinate with: Community resources	· Partnership Development: Building relationships with local organizations, non-profits, and educational institutions to expand resource availability for participants. · Referral Systems: Creating efficient referral processes to connect participants with services like housing assistance, childcare, transportation, and healthcare. · Regular Communication: Maintaining ongoing dialogue with community providers via meetings, calls, emails, and shared databases to stay updated on available services. · Resource Mapping: Identifying and cataloging community resources to direct participants efficiently to services that meet their needs. · Collaborative Events: Organizing or participating in workshops and events that bring together service providers, giving participants access to multiple resources. - Feedback and Evaluation: Collecting participant feedback to refine coordination strategies and improve service delivery.

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

To ensure these services are delivered efficiently, NJDOL program staff reviews participant files monthly to ensure on-going case management services are provided to participants and implements the following:

- Conduct thorough assessments to identify the individual needs, skills, and barriers of each E&T participant. This helps in creating a personalized plan that outlines the necessary services and support.
- Work closely with local service providers, community organizations, and employers to offer a comprehensive range of services. This collaboration helps in leveraging resources and providing participants with access to various support systems.
- Implement efficient administrative processes, such as using digital tools and case management software, which can help streamline the tracking and management of participant cases. This ensures timely service delivery and reduces administrative burdens.
- Provide ongoing training and resources for case managers that equips them with the skills and knowledge necessary to effectively support participants and manage their cases.
- Regular monitoring and evaluation of the services provided help in assessing their effectiveness and making necessary adjustments to improve outcomes for participants.
- Establish clear lines of communication with participants ensuring they understand the services available to them and the steps they need to take, thereby facilitating smoother service delivery.

How do your offered case management services support the participant in the E&T program and provide activities and resources that help the participant achieve program goals?

Case management begins at enrollment and continues as the participant progresses throughout the program. Case management must be tailored to the participant's needs and adaptable to the supportive requirements. Each Provider will establish a partnership with their local OSCC and CSSA to share information and resources necessary to best serve participants.

Effective case management in Employment and Training (E&T) programs involves several strategic steps:

- Evaluate participants' skills, experiences, needs, and barriers to employment.
- Create an individualized service plans that act as a roadmap, outlining services and resources needed to reach employment goals.
- Help participants set realistic short-term and long-term goals for motivation and focus.
- Connect participants with necessary resources like training, childcare, and transportation assistance.
- Facilitate training for job readiness, including resume workshops and vocational training.
- Conduct regular check-ins to track progress and adjust plans as needed.
- Assist in building networks and finding job opportunities through employer partnerships.
- Gather participant feedback to improve program services.
- Empower and encourage participants by creating a supportive environment that fosters self-advocacy and confidence.

How does the SNAP State agency ensure the case management services offered do not act as an impediment to successful participation in E&T?

To prevent case management from hindering participation in SNAP E&T programs, NJDOL employs these strategies:

- Tailor services to individual needs, avoiding unnecessary barriers.
- Simplify procedures and use digital tools to ease communication and reduce paperwork.

- Offer adaptable meeting times and locations to fit participants' schedules.
- Identify and address obstacles like transportation or childcare proactively.
- Maintain transparent communication about program requirements and support services.
- Provide services addressing broader needs, such as mental health or housing assistance.
- Equip case managers with skills in cultural competence and effective communication.
- Regularly assess and improve case management to support participant success.

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.

How does the State agency reach out to the SNAP participant to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☐ Text Message
- ☒ Physical Form

How does the State agency reach out to the employers to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☐ Text Message
- ☒ Physical Form

How does the State agency reach out to E&T providers to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☒ Text Message
- ☒ Physical Form
- ☒ MIS System

How many attempts are made to reach out to the SNAP participant for additional information?

- ☐ One
- ☐ Two
- ☒ Three
- ☐ More than three

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

Good cause for noncompliance shall include circumstances such as, but not limited to, the illness of the registrant or another household member, unavailability of transportation, an unanticipated emergency, and/or the lack of adequate care for children who have reached age six but are under age 12. Additionally, a victim of family violence who is determined to be unable to continue employment or to participate in a work activity shall be considered to have good cause for failure to comply.

Describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

Once referred to SNAP E&T, the client is assessed by the local OSCC and referred to an appropriate activity. If an appropriate activity is not available, it will be noted in AOSOS and an IAR will be sent to the local CSSA to advise. When the CSSA receives an IAR from the OSCC indicating an appropriate activity is not available for the client, the CSSA will automatically determine good cause. Local OSCCs maintain their own waiting lists for available activities and may outreach the client if an appropriate activity becomes available. At this time, the CSSA will be outreached again via IAR.

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 assess participants to determine their suitability for specific components, documenting their findings and rationale. They communicate these determinations to the State agency via established protocols, such as electronic systems or forms. NJDOL staff review the documentation to ensure compliance with guidelines and may provide feedback for adjustments. Both parties keep records of communications for accountability and program evaluation, fostering ongoing collaboration to refine processes and improve participant outcomes.

Describe how the State agency notifies clients of a provider determination.

NJDOL notifies clients of a provider determination by sending an official written notice, either by mail or electronically. This notice explains the reasons for the determination and suggests alternative E&T components that may be more suitable. It includes contact information for assistance and details about the appeal process if the client wishes to contest the decision. Additionally, the notice may highlight available support services to help the client transition effectively.

When a provider determines a participant is unsuitable for a program component, CSSA staff, NJDOL, and their designees undertake the following actions:

- E&T Component Referral: CSSA eligibility staff promptly refer the participant to a suitable E&T component, with NJDOL potentially considering alternative options after reassessing the participant's fit for the program.
- Exemption Review: NJDHS's DFD and NJDOL reassess the participant's eligibility for exemptions from work requirements, though only NJDHS's DFD/CSSA staff can make exemption determinations.
- Network Referral: NJDOL recommends, and NJDHS's DFD/CSSA refer, the participant to other entities within the workforce development network if beneficial and chosen by the participant.
- Program Coordination: CSSA eligibility staff coordinate with other programs to find E&T opportunities or assistance better suited to the participant outside of SNAP E&T.

What is the timeframe for contacting clients after receiving a provider determination?

- ☐ 1-3 Days
- ☐ 4-7 Days
- ☒ 8-10 Days

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(2), (3), and (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

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), 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:

- ☒ 6 months or until the individual complies, as determined by the State agency
- ☐ A date determined by the State agency
- ☐ Permanently

The State agency will disqualify the:

- ☒ Individual
- ☐ The entire household if the head of household is an ineligible individual

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.

QUESTION	RESPONSE FIELD
Estimated number of E&T participants to receive participant reimbursements	3,000
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	10
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	3,000
Percentage of participants expected to receive reimbursements	41.74%
Estimated budget for E&T participant reimbursements in upcoming FY	\$924,010.00
Estimated budget per participant in fiscal year	\$308.00
Estimated number of E&T participants to receive participant reimbursements per month	350
Estimated budget of participant reimbursements per E&T participant per month	\$220.00

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. If the participant reimbursement is provided by multiple entities (such as State agencies and E&T providers) or has multiple methods of payment, a separate entry in the table must be completed.

- **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, or an intermediary. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **What is the payment method for Participant Reimbursements?** Indicate the mechanism used to disburse payment to E&T participants.
- **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.

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Childcare	CSSA shall reimburse NJ SNAP E&T participants up to the actual cost of dependent care, or the applicable payment rate for child care, whichever is lowest.	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Needs will be documented by a signed affidavit form, establishing the actual cost of care. A voucher must be signed by the NJ SNAP E&T participant and written verification is required from the provider to obtain reimbursement for dependent care expenses.
Other-any cost that i	A rate of up to	SNAP State Agency	State's Electronic	The timing of

reasonably necessary and directly related to participation in an E&T activity (e.g. licensing and bonding fees for work experience, testing fees, books, associated with component, uniforms, tools, safety items, dental and vision	\$6.00 per day, not to exceed \$120.00 per month per participant. Reimbursement above \$120.00 per month per participant may be issued on a case-by- case basis with the approval of DFD		Benefit Transfer (EBT)	the disbursement may vary based on the time at which the participant expressed the need.
Other-any cost that i reasonably necessary and directly related to participation in an E&T activity (e.g. licensing and bonding fees for work experience, testing fees, books, associated with component, uniforms, tools, safety items, dental and vision	A rate of up to \$6.00 per day, not to exceed \$120.00 per month per participant. Reimbursement above \$120.00 per month per participant may be issued on a case-by- case basis with the approval of DFD	SNAP E&T Provider	Direct payment to participant	The timing of the disbursement may vary based on the time at which the participant expressed the need
Transportation	A rate of up to \$6.00 per day, not to exceed \$120.00 per month per participant. Reimbursement above \$120.00 per month per participant may be issued on a case-by- case basis with the approval of DFD	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	The timing of the disbursement may vary based on the time at which the participant expressed the need
Transportation	A rate of up to \$6.00 per day, not to exceed \$120.00 per month per participant. Reimbursement above \$120.00 per month per participant may	SNAP E&T Provider	Direct payment to participant	The timing of the disbursement may vary based on the time at which the participant expressed the need

	be issued on a case-by- case basis with the approval of DFD			
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Is dependent care provided? Select yes even if E&T funds are not being used.

☒ Yes

☐ No

Provide a URL link or describe in a written response: the payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) based on local market rate surveys.

<https://dfdweb.dhs.state.nj.us/policy/Forms/English/CC-230%20March%202025%20Rate%20Chart.pdf>

How is childcare paid for?

☒ Direct payment to provider

☐ Reimbursement to participants

☐ Provider voucher

☐ Contract for dependent care

☐ Other

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?

SNAP E&T participants are provided information for their local Child Care Resource & Referral Agency who provides information and education related to the various dependent care options, and can provide referrals to dependent care services based on the individual's needs.

How does the State agency ensure that the participant has the necessary participant reimbursements to begin participation in the E&T program?

Participant reimbursements for transportation are issued to participants before their initial orientation and assessment. At their initial appointment, an assessment is completed with the participant to establish any additional supports. Participant reimbursements needed through the course of the individual's participation can be established through their case manager.

WORK REGISTRANT DATA

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet a federal 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 (FNS-583).

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).

Data from prior E&T monthly reports are used to estimate the current WR count. Data from the Family Assistance Management Information System (FAMIS) and AOSOS is also considered for tracking mandatory work registrants. Data from the IAcquire 5670-RM-3 report is used to determine the number of individuals subject to work registration for the run date of 10/1 of the previous year. The NJ SNAP application process requires applicants to be designated work registrants if they don't meet the established exemption criteria (see N.J.A.C. 10:87-10.2). This requirement applies to prior recipients of NJ SNAP if there has been a break in the continuous use of NJ SNAP. When a WR appears to be eligible for exemption from work requirements, the NJ SNAP E&T worker must refer the person back to the NJ SNAP office, with a recommendation for reclassification into exempt status to ensure the base of the eligible (non-exempt WRs) is not artificially inflated.

Provide information about how work registrant data is pulled from the eligibility system, including the date the data is pulled.

The IAcquire 5670-RM-3 report is pulled with the following logic:

Frequency/Copies: Monthly

Selection Criteria: SNAP status equal to G and person indicator equal "4" "8" and looking for a certain range of ages

(* Male age between 18 and 50, female age between 18 and 50, B-form individual age between 18 and 50) and

Work reg. not equal to "DIS", "AGE", "UND", "KID", "UIB", "AAA", "EMP", "STU", "REF", "COM", "SCH", "PEN", "TNF", "PRG", "CTK", "GDC"

Data Columns: Municipality, ABAWD GA, ABAWD not GA, Total ABAWD, Not ABAWD GA, Not ABAWD not GA, Total Not ABAWD, Between 50 and 60, Between 16 and 18

Totals: Number of ABAWDS receiving GA, number of ABAWDS not receiving GA, number of ABAWDS, number of non-ABAWDS receiving GA, number of non-ABAWDS not receiving GA, number of people over 50, number of people under 18 by municipality and county

How are work registrants identified in the eligibility system?

FAMIS fields LP/926, LQ/925, and RI/03 hold the work registration or work registration exemption coding.

For individuals who are mandatory work registrants, a three-character code is entered into the field. The First Position indicates the activity status: A – Active in a work activity, I – Inactive in a work activity, S – Sanctioned for non-compliance in a work activity. The Second Position indicates the month of re-registration: 1 January, 2 February, 3 March, 4 April, 5 May, 6 June, 7 July, 8 August, 9 September, O October, N November, D December. The Third Position indicates the year of re-registration. 0 – 9 for years 2021 - 2029

If an individual is exempt from work registration, a three-character code is entered into this field identifying which exemption they are assigned:

DIS – Physically or mentally incapacitated

AGE – Age 60 or over

UND – Under age 16

AAA – A regular participant in a drug addiction or alcohol prevention program

EMP – A person who is employed or self-employed and meets minimum FNS criteria

STU – A student between the ages of 18 and 50, who is enrolled at least half-time in an institution of higher education and otherwise meets student participation criteria

SCH – A student age 16 or over who is enrolled in secondary school

KID – A parent or caretaker of a dependent child under age 6

UIB – A person receiving or having applied for unemployment benefits

TNF – A TANF recipient is exempt from the SNAP work requirement because of participation in a TANF work activity

CTK – Caretaker for an incapacitated person

Describe measures taken to prevent duplicate counting of work registrants within the federal fiscal year.

It is likely, given the above and the fact that characteristically, there is a pattern of non-continuous utilization of NJ SNAP, that an individual may be required to complete work registration more than once in a fiscal year. To eliminate any duplication in reporting the number of WRs in the State, there is an interface between NJDHS's DFD's FAMIS and NJDOL's AOSOS systems. With this interface, the CSSA worker codes the work registration block on FAMIS, and overnight, the work registration information is sent to NJDOL and interfaced with the AOSOS system.

This interface enables local SNAP E&T offices to track new WRs and to identify those individuals already counted during the fiscal year, without duplication. To ensure accurate distinct count in reporting, logical processing checks are included for previously counted WRs and exclude those from the new count.

OUTCOME REPORTING MEASURES

Indicate the data source used for the national reporting measures. Select all that apply.

Outcome Reporting Measures	Employment & Earnings Measures	Attainment of Credential / Certificate	Measurable Skill Gains
Quarterly Wage Records (QWR)	☒	☐	☐
National Directory of New Hires (NDNH)	☐	☐	☐
State Management Information System (MIS)	☒	☒	☒
Manual Follow-up with SNAP E&T Participants	☐	☐	☐
Random Sample	☐	☐	☐
Other	☐	☐	☐

Indicate the data source used for the State-specific component measures. Select all that apply.

- ☒ Quarterly Wage Records (QWR)
- ☐ National Directory of New Hires (NDNH)
- ☒ State Management Information System (MIS)
- ☐ Manual Follow-up with SNAP E&T Participants
- ☐ Random Sample

Indicate the MIS used (e.g. SNAP eligibility system, State's Department of Labor MIS.)

America's One-Stop Operating System (AOSOS) & Family Assistance Management Information System (FAMIS)

COMPONENTS OVERVIEW

Which non-education, non-work components does the State agency plan to offer? Select all that apply.

- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☐ Workfare

Which educational components does the State agency plan to offer? Select all that apply.

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☐ Integrated Education and Training / Bridge Programs
- ☐ Other Educational Program
- ☒ Work Readiness Training

Which work experience components does the State agency plan to offer? Select all that apply.

- ☐ Work Activity
- ☐ Work-Based Learning

NON-EDUCATION, NON-WORK COMPONENT: JOB RETENTION

Description of the component. Provide a summary of the activities and services.

The Job Retention component includes services designed to assist individuals to successfully transition into the workplace and retain employment. This component includes financial literacy planning, job coaching, and workplace literacy services. This component is offered to each participant for a minimum of 30 days and a maximum of 90 days. Consistent with federal rules, this component is offered for the full period of up to 90 days notwithstanding a participant's loss of eligibility for SNAP benefits.

Services include case management, life skill classes, transportation assistance, clothing or tools required for the job, test or other fees

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Age 55 or older with low income
- ☒ At-Risk for Homelessness
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participation in this component is determined at the provider/partner and OSCC level. Each provider/partner/OSCC may determine the suitability of a participant for this component.

Will this component be offered statewide?

- ☐ Yes
- ☒ No

Indicate the geographic areas where this component is offered.

☐ County Name	☐ County Name	☐ County Name
☒ Atlantic County	☒ Gloucester County	☒ Ocean County
☒ Bergen County	☒ Hudson County	☒ Passaic County
☒ Burlington County	☒ Hunterdon County	☒ Salem County
☒ Camden County	☒ Mercer County	☒ Somerset County
☒ Cape May County	☒ Middlesex County	☒ Sussex County
☒ Cumberland County	☒ Monmouth County	☒ Union County
☒ Essex County	☒ Morris County	☒ Warren County

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

300

Estimated Annual Component Administrative Cost

\$132,950.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and Percentage of participants employed during or upon 90-day completion receiving job retention services.	Numerator will include those participants who were employed and received retention services at the 90-day completion of the component from 10/1/2025 - 9/30/2026. Denominator will include those participants who received job retention services from 10/1/2025 - 9/30/2026

NON-EDUCATION, NON-WORK COMPONENT: JOB SEARCH TRAINING

Description of the component. Provide a summary of the activities and services.

The Job Search Training component enhances the job search skills of participants by providing instruction in job-seeking techniques and increasing motivation and self-confidence. The component may consist of job placement services, employability assessments, or other direct training or support activities. Other activities may include resume writing workshops and learning how to use online job search tools. The job search training component may combine job search activities with other training and support activities.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Age 55 or older with low income
- ☒ At-Risk for Homelessness
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participation in this component is determined at the provider/partner/OSCC level. Each provider/partner/OSCC may determine the sustainability of a participant for this component.

Will this component be offered statewide?

- ☐ Yes
- ☒ No

Indicate the geographic areas where this component is offered.

☐ County Name	☐ County Name	☐ County Name
☒ Atlantic County	☒ Gloucester County	☒ Ocean County
☒ Bergen County	☒ Hudson County	☒ Passaic County
☒ Burlington County	☒ Hunterdon County	☒ Salem County
☒ Camden County	☒ Mercer County	☒ Somerset County
☒ Cape May County	☒ Middlesex County	☒ Sussex County
☒ Cumberland County	☒ Monmouth County	☒ Union County
☒ Essex County	☒ Morris County	☒ Warren County

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

2,500

Estimated Annual Component Administrative Cost

\$2,766,000.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and Percentage of participants employed during or upon completion	Numerator will include those participants who were placed in employment during the period of 10/1/2025 - 9/30/2026. Denominator will include those participants who participated in the component during the period of 10/1/2025 - 9/30/2026.

NON-EDUCATION, NON-WORK COMPONENT: SELF-EMPLOYMENT TRAINING

Description of the component. Provide a summary of the activities and services.

Participants receive training that enables them to design and operate a small business or another self-employment venture. In addition, trainers will provide technical assistance on developing business plans, financial marketing plans, and how to access small business grants and other business support services

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Age 55 or older with low income
- ☒ At-Risk for Homelessness
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participation in this component is determined at the provider/partner level. Each provider/partner may determine the suitability of a participant for this component

Will this component be offered statewide?

- ☐ Yes
- ☒ No

Indicate the geographic areas where this component is offered.

☐ **County Name**

☒ Atlantic County

☒ Bergen County

☒ Burlington County

☒ Camden County

☒ Cape May County

☒ Cumberland County

☒ Essex County

☐ **County Name**

☒ Gloucester County

☒ Hudson County

☒ Hunterdon County

☒ Mercer County

☒ Middlesex County

☒ Monmouth County

☒ Morris County

☐ **County Name**

☒ Ocean County

☒ Passaic County

☒ Salem County

☒ Somerset County

☒ Sussex County

☒ Union County

☒ Warren County

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

5

Estimated Annual Component Administrative Cost

\$9,200.00

NON-EDUCATION, NON-WORK COMPONENT: SUPERVISED JOB SEARCH

Provide a summary of the State guidelines implementing supervised job search.

Supervised job search occurs statewide at local OSCCs and by third party vendors, where participants' activities are directly overseen and tracked according to State agency guidelines. It can be conducted independently or in groups, either remotely, in-person, or a mix of both, tailored to participants' needs. State agencies must provide necessary reimbursements, such as laptops and transportation vouchers, and can track participation through various methods. The activities must directly enhance employment opportunities, ensuring participants are likely to find suitable jobs within their community.

The staff-assisted job search component mandates participants to contact a set number of prospective employers within a specified timeframe, requiring at least 12 contacts per month for two months.

Supervised job searches are monitored by designated staff or certified facilitators and can be offered alone or alongside other components.

NJDOL has ensured a direct link for SJS in each contracted program. SNAP STEPS is required to provide employability assessment and case management to all participants not only by regulation, but also by program design through their contract. They complete IEPs and have access to Job Search Training, coaching and mentoring services to assist. Additionally, WDBs in partnership with OSCCs, leverage local resources and employer partnerships, to provide the SJS component.

All E&T components and services must align with the program's purpose, as defined in section 6(d)(4) of the Act, to help SNAP household members gain skills, training, work, or experience to improve their chances of securing regular employment and fulfilling State or local workforce needs.

Describe the direct path to employment.

Supervised Job Search creates a direct path to employment by offering structured, supervised job search activities at State-approved locations. Participants receive tailored support, including resume workshops and interview preparation, along with resources like transportation vouchers and digital tools. The program focuses on matching participants with community job opportunities, enhancing their chances of securing sustainable employment.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Age 55 or older with low income
- ☒ At-Risk for Homelessness
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participation in this component is determined at the provider/partner/OSCC level. provider/partner level. Each provider/partner/OSCC may determine the suitability of a participant for this component. Individuals are encouraged to enroll in a supervised job search period following successful completion of another SNAP E&T component.

Will this component be offered statewide?

- ☐ Yes
- ☒ No

Indicate the geographic areas where this component is offered.

☐ County Name	☐ County Name	☐ County Name
☒ Atlantic County	☒ Gloucester County	☒ Ocean County
☒ Bergen County	☒ Hudson County	☒ Passaic County
☒ Burlington County	☒ Hunterdon County	☒ Salem County
☒ Camden County	☒ Mercer County	☒ Somerset County
☒ Cape May County	☒ Middlesex County	☒ Sussex County
☒ Cumberland County	☒ Monmouth County	☒ Union County
☒ Essex County	☒ Morris County	☒ Warren County

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

2,500

Estimated Annual Component Administrative Cost

\$5,670,000.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and Percentage of participants employed during or upon completion.	Numerator will include those participants who were placed in employment during the period of 10/1/2025 - 9/30/2026. Denominator will include those participants who participated in the component during the period of 10/1/2025 - 9/30/2026

EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

Description of the component. Provide a summary of the activities and services.

This component is designed to increase the employability of participants through an appropriate course of literacy, numeracy, and basic skills education equivalent to successful completion of the 8th grade. For individuals who successfully attain this level of proficiency, or who already demonstrated it upon placement into the component, this component will also prepare a participant to qualify for a high school general equivalency diploma or equivalent certification.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Age 55 or older with low income
- ☒ At-Risk for Homelessness
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

For GED/high school equivalency services only, an individual must be functioning at the 8th grade level or above to enroll.

Will this component be offered statewide?

- ☐ Yes
- ☒ No

Indicate the geographic areas where this component is offered.

☐ County Name	☐ County Name	☐ County Name
☒ Atlantic County	☒ Gloucester County	☒ Ocean County
☒ Bergen County	☒ Hudson County	☒ Passaic County
☒ Burlington County	☒ Hunterdon County	☒ Salem County
☒ Camden County	☒ Mercer County	☒ Somerset County
☒ Cape May County	☒ Middlesex County	☒ Sussex County
☒ Cumberland County	☒ Monmouth County	☒ Union County
☒ Essex County	☒ Morris County	☒ Warren County

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

500

Estimated Annual Component Administrative Cost

\$694,500.00

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

NJDOL utilizes SNAP E&T funds for SNAP-only recipients, and those funds are used to support the activity only if no other funds are available.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

The subsidy is provided through the program, but the costs are static for all individuals that enroll in the education program, whether SNAP recipients or not.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
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Number and Percentage of participants gaining skills likely to lead to employment.	Numerator will include those participants who are currently participating and those who have completed the component and are achieving measurable skill gains during the period of 10/1/2025 - 9/30/2026. Denominator will include those participants who are currently participating and those who have completed the component during the period of 10/1/2025 - 9/30/2026.
Number and Percentage of participants employed during or upon completion	Numerator will include those participants who obtained employment during or were employed after the component was completed during the period of 10/1/2025 and 9/30/2026. Denominator will include those participants who are currently participating in the component and those who have completed the component during the period of 10/1/2025-9/30/2026.
Number and Percentage of participants who earned a High School Equivalency Degree	Numerator will include those participants who obtained a High School Equivalency during the period of 10/1/2025 and 9/30/2026. Denominator will include those participants who are currently participating in the component and those who have completed the component during the period of 10/1/2025-9/30/2026.
Number and Percentage of participants who successfully completed the component	Numerator will include those participants who have successfully completed the component during the period of 10/1/2025 - 9/30/2026. Denominator will include those participants who are currently participating in the component and those who have completed the component during the period of 10/1/2025-9/30/2026.

EDUCATIONAL COMPONENT: CAREER / TECHNICAL EDUCATION PROGRAMS OR OTHER VOCATIONAL TRAINING

Description of the component. Provide a summary of the activities and services.

This component provides grants for participants to enroll in educational activities at the post-secondary level, providing individuals with the academic and technical knowledge and skills necessary to prepare for further education or careers in emerging employment sectors. The EPC programs are employer-driven, aiming to acquire industry-recognized certificates or credentials. Examples of the industries are Healthcare, Financial, Manufacturing, Hospitality, and Retail fields.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Age 55 or older with low income
- ☒ At-Risk for Homelessness
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Providers/partners have specific criteria for admission into their literacy programs that align with labor market demand, completion of high school, verification of literacy or numeracy levels

Will this component be offered statewide?

- ☐ Yes
- ☒ No

Indicate the geographic areas where this component is offered.

☐ County Name	☐ County Name	☐ County Name
☒ Atlantic County	☒ Gloucester County	☒ Ocean County
☒ Bergen County	☒ Hudson County	☒ Passaic County
☒ Burlington County	☒ Hunterdon County	☒ Salem County
☒ Camden County	☒ Mercer County	☒ Somerset County
☒ Cape May County	☒ Middlesex County	☒ Sussex County
☒ Cumberland County	☒ Monmouth County	☒ Union County
☒ Essex County	☒ Morris County	☒ Warren County

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

1,000

Estimated Annual Component Administrative Cost

\$2,778,000.00

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

NJDOL utilizes SNAP E&T funds for SNAP-only recipients, and those funds are used to support the activity only if no other funds are available.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

The subsidy is provided through the program, but the costs are static for all individuals that enroll in the education program, whether SNAP recipients or not.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
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Number and Percentage of participants who earned a credential	Numerator will include those participants who have completed the component and obtained a credential during the period of 10/1/2025 - 9/30/2026. Denominator will include those participants who have completed the component during the period of 10/1/2025 - 9/30/2026.
Number and Percentage of participants employed during or upon completion	Numerator will include those participants who obtained employment during or were employed after the component was completed during the period of 10/1/2025 - 9/30/2026. Denominator will include those participants who are currently participating in the component and those who have completed the component during the period of 10/1/2025 - 9/30/2026

EDUCATIONAL COMPONENT: ENGLISH LANGUAGE ACQUISITION

Description of the component. Provide a summary of the activities and services.

Training specifically designed to improve an individual's proficiency in English needed to complete in the current job market.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☐ Age 55 or older with low income
- ☐ At-Risk for Homelessness
- ☐ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Single parents
- ☐ Students
- ☐ Underemployed
- ☐ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

The participant has indicated that English is not their first language.

Will this component be offered statewide?

- ☐ Yes
- ☒ No

Indicate the geographic areas where this component is offered.

☐ County Name	☐ County Name	☐ County Name
☒ Atlantic County	☒ Gloucester County	☒ Ocean County
☒ Bergen County	☒ Hudson County	☒ Passaic County
☒ Burlington County	☒ Hunterdon County	☒ Salem County
☒ Camden County	☒ Mercer County	☒ Somerset County
☒ Cape May County	☒ Middlesex County	☒ Sussex County
☒ Cumberland County	☒ Monmouth County	☒ Union County
☒ Essex County	☒ Morris County	☒ Warren County

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

85

Estimated Annual Component Administrative Cost

\$273,000.00

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

NJDOL utilizes SNAP E&T funds for SNAP-only recipients, and those funds are used to support the activity only if no other funds are available

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

The subsidy is provided through the program, but the costs are static for all individuals that enroll in the education program, whether SNAP recipients or not.

EDUCATIONAL COMPONENT: WORK READINESS TRAINING

Description of the component. Provide a summary of the activities and services.

Work Readiness Training provides intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem-solving, and critical thinking, and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual's interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Age 55 or older with low income
- ☒ At-Risk for Homelessness
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participants must be willing and able to participate in training and/or obtain employment.

Will this component be offered statewide?

- ☐ Yes
- ☒ No

Indicate the geographic areas where this component is offered.

☐ County Name	☐ County Name	☐ County Name
☒ Atlantic County	☒ Gloucester County	☒ Ocean County
☒ Bergen County	☒ Hudson County	☒ Passaic County
☒ Burlington County	☒ Hunterdon County	☒ Salem County
☒ Camden County	☒ Mercer County	☒ Somerset County
☒ Cape May County	☒ Middlesex County	☒ Sussex County
☒ Cumberland County	☒ Monmouth County	☒ Union County
☒ Essex County	☒ Morris County	☒ Warren County

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

300

Estimated Annual Component Administrative Cost

\$1,735,200.00

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

NJDOL utilizes SNAP E&T funds for SNAP-only recipients, and those funds are used to support the activity only if no other funds are available.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

The subsidy is provided through the program, but the costs are static for all individuals that enroll in the education program, whether SNAP recipients or not.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
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Number and Percentage of participants who successfully completed the component	Numerator will include those participants who have successfully completed the component during the period of 10/1/2025 - 9/30/2026. Denominator will include those participants who are currently participating in the component and those who have completed the component during the period of 10/1/2025 and 9/30/2026.
Number and Percentage of participants employed during or upon completion	Numerator will include those participants who obtained employment during or were employed after the component was completed during the period of 10/1/2025 and 9/30/2026. Denominator will include those participants who are currently participating in the component and those who have completed the component during the period of 10/1/2025 and 9/30/2026.

CONTRACTS OVERVIEW

The State agency must enter every contract or third-party partner. Additionally, the State agency must report if an intermediary directly holds subcontracts with employment and training providers for the delivery of SNAP E&T services. The table below summarizes overall information across all contracts.

Type of Contract	Total Number of Contracts + Subcontracts	Total Participants to be Served by Contracts	Total Admin Costs	Total Participant Reimbursement Costs for Contracts	Total Budget
State-Held	24	7,190	\$15,881,780.00	\$12,000.00	\$15,893,780.00
County-Held	0	0	\$0.00	\$0.00	\$0.00
Total	24	7,190	\$15,881,780.00	\$12,000.00	\$15,893,780.00

CONTRACTOR: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Is this a state-held or county-held contract?

- ☐ State-Held
- ☐ County-Held

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Is this Contractor an Intermediary with subcontractors?

- ☒ Yes
- ☐ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

- ☐ Yes
- ☒ No

Indicate the counties where the service is offered by this contractor.

- | | | |
|---|---|---|
| ☐ County Name | ☐ County Name | ☐ County Name |
| ☒ Atlantic County | ☒ Gloucester County | ☒ Ocean County |
| ☒ Bergen County | ☒ Hudson County | ☒ Passaic County |
| ☒ Burlington County | ☒ Hunterdon County | ☒ Salem County |
| ☒ Camden County | ☒ Mercer County | ☒ Somerset County |
| ☒ Cape May County | ☒ Middlesex County | ☒ Sussex County |
| ☒ Cumberland County | ☒ Monmouth County | ☒ Union County |
| ☒ Essex County | ☒ Morris County | ☒ Warren County |

Which components are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this contractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

7,190

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$12,000.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$599,323.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$15,282,457.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐

Yes

☒

No

SUBCONTRACTOR: ATLANTIC COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

600

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

200

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: BLESSED MINISTRIES INC.

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

80

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: BURLINGTON COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

240

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: CAMDEN COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

480

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: COMMUNITY FOOD BANK OF NJ

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

80

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: CUMBERLAND/SALEM/CAPE MAY COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

730

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: ESSEX COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

580

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: GLOUCESTER COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

210

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: GREATER RARITAN WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

180

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: HUDSON COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

560

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: IDEAL INSTITUTE OF TECHNOLOGY

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

80

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: ISLES INC

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

80

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: JEWISH VOCATIONAL FAMILY SERVICES OF METROWEST

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

80

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: LEADERS FOR LIFE

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

80

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: MERCER COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

240

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: MIDDLESEX COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

190

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: MONMOUTH COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

200

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: MORRIS/SUSSEX/WARREN COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

500

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: NEWARK WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

120

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: OCEAN COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

545

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: PASSAIC COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

785

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: UNION COUNTY WORKFORCE DEVELOPMENT BOARD

INTERMEDIARY: DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☐ No

Is this provider a non-profit organization?

- ☐ Yes
- ☐ No

Which components are offered by this subcontractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ Work Readiness Training
- ☐ None

Which case management services are offered by this subcontractor?

- ☐ Comprehensive Intake Assessments
- ☐ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☐ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

350

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

WBL PROGRAMS OVERVIEW

State agencies must report on each provider that plans to offer a Work-based Learning (WBL) component, whether it is unsubsidized or subsidized by SNAP E&T funds.

OPERATING BUDGET

The regulations at 7 CFR 273.7(c)(6) outline State agencies must include an operating budget for the year. Complete all cost categories, as applicable. Note that the cost categories, outside of the contractual or county administered program line items, apply only to the State agency costs. The calculated values will automatically display upon selecting the Quick Save button.

Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$1,557,032.06	\$1,557,032.06	\$3,114,064.12

List Full Time Equivalent (FTE) staff positions, percentage of time spent on the project, and average annual salary of each position. Example: E&T Manager - \$60,000 * .50 FTE = \$30,000; 5 E&T Counselors = \$25,000 * 1.00 FTEs * 5 = \$125,000.

Title Salary "% SNAP E&T" FTE

Administrative Analyst 1 Info System \$56,828.70 \$5,682.87 0.1
 Administrative Analyst 1 Info System \$56,828.70 \$5,682.87 0.1
 Administrative Analyst 2 Info System \$65,036.01 \$6,503.60 0.1
 Administrative Analyst 3 \$100,008.77 \$20,001.75 0.2
 Administrative Analyst 3 \$111,000.80 \$11,100.08 0.1
 Administrative Analyst 3 Info System \$85,352.73 \$8,535.27 0.1
 Administrative Analyst 4 Info System \$127,744.57 \$25,548.91 0.2
 Administrative Analyst 4 Info System \$123,503.55 \$24,700.71 0.2
 Administrative Analyst 4 Info System \$115,021.51 \$11,502.15 0.1
 Administrative Assistant 1 \$94,457.47 \$18,891.49 0.2
 Analyst Trainee \$51,987.70 \$5,198.77 0.1
 Analyst Trainee \$51,987.70 \$5,198.77 0.1
 Assistant Commissioner \$189,750.00 \$28,462.50 0.15
 Chief, Employment & Training Programs \$132,402.46 \$13,240.25 0.1
 Chief, Employment & Training Programs \$102,944.26 \$30,883.28 0.3
 Chief, Strategic Implementation \$128,167.79 \$25,633.56 0.2
 Contract Administrator 1 \$80,104.11 \$24,031.23 0.3
 Coordinator Employment & Training Programs \$100,008.77 \$25,002.19 0.25
 Director of Transitional Services \$174,225.00 \$69,690.00 0.4
 Education Program Development Specialist 1 \$107,336.79 \$53,668.40 0.5
 Employment & Training Specialist 1 \$81,175.71 \$12,176.36 0.15
 Employment & Training Specialist 1 \$101,098.35 \$30,329.51 0.3
 Employment & Training Specialist 1 \$115,021.51 \$57,510.76 0.5
 Employment & Training Specialist 1 \$81,175.71 \$40,587.86 0.5
 Employment & Training Specialist 1 \$97,777.91 \$48,888.96 0.5
 Employment & Training Specialist 1 \$97,777.91 \$48,888.96 0.5
 Employment & Training Specialist 1 \$97,777.91 \$48,888.96 0.5
 Employment & Training Specialist 1 \$81,175.71 \$20,293.93 0.25
 Employment & Training Specialist 1 \$97,777.91 \$48,888.96 0.5
 Employment & Training Specialist 1 \$94,457.47 \$28,337.24 0.3

Employment & Training Specialist 2	\$73,650.96	\$22,095.29	0.3
Employment & Training Specialist 2	\$85,137.56	\$25,541.27	0.3
Employment & Training Specialist 2	\$85,137.56	\$25,541.27	0.3
Employment & Training Specialist 2	\$94,457.47	\$28,337.24	0.3
Employment & Training Specialist 2	\$88,009.21	\$26,402.76	0.3
Employment & Training Specialist 2	\$73,650.96	\$22,095.29	0.3
Employment & Training Specialist 2	\$73,650.96	\$22,095.29	0.3
Employment & Training Specialist 2	\$76,522.61	\$22,956.78	0.3
Employment & Training Specialist 2	\$82,265.91	\$24,679.77	0.3
Employment & Training Specialist 2	\$79,394.26	\$23,818.28	0.3
Employment & Training Specialist 2	\$70,779.31	\$21,233.79	0.3
Employment & Training Specialist 2	\$88,009.21	\$26,402.76	0.3
Employment Counselor	\$80,241.12	\$40,120.56	0.5
Employment Counselor	\$80,241.12	\$12,036.17	0.15
Employment Counselor	\$80,241.12	\$26,479.57	0.33
Employment Counselor	\$80,241.12	\$28,084.39	0.35
Employment Counselor	\$80,241.12	\$12,036.17	0.15
Employment Counselor	\$80,241.12	\$20,060.28	0.25
Employment Counselor BI Sp/E	\$80,241.12	\$20,060.28	0.25
Employment Counselor BI Sp/E	\$80,241.12	\$20,060.28	0.25
Employment Counselor BI Sp/E	\$80,241.12	\$60,180.84	0.75
Employment Services Counselor Trainee	\$54,351.06	\$13,587.77	0.25
Employment Services Counselor Trainee	\$56,828.70	\$11,365.74	0.2
Employment Services Trainee	\$51,987.70	\$12,996.93	0.25
Employment Services Trainee	\$54,351.06	\$5,435.11	0.1
Employment Services Trainee	\$51,987.70	\$7,798.16	0.15
Employment Services Trainee	\$54,351.06	\$13,587.77	0.25
Employment Services Trainee	\$51,987.70	\$12,996.93	0.25
Employment Supervisor 1	\$105,943.75	\$21,188.75	0.2
Employment Supervisor 1	\$98,989.21	\$19,797.84	0.2
Employment Supervisor 1	\$95,474.11	\$19,094.82	0.2
Employment Supervisor 2	\$116,313.16	\$11,631.32	0.1
Employment Supervisor 2	\$108,618.84	\$10,861.88	0.1
Employment Supervisor 2	\$97,077.36	\$9,707.74	0.1
Executive Secretary Assistant	\$68,049.63	\$10,207.44	0.15
Head Clerk	\$66,849.45	\$16,712.36	0.25
Interviewer	\$56,714.42	\$5,671.44	0.1
Interviewer	\$56,714.42	\$14,178.61	0.25
Interviewer	\$73,257.94	\$18,314.49	0.25
Interviewer	\$73,257.94	\$18,314.49	0.25
Interviewer	\$73,257.94	\$18,314.49	0.25
Interviewer	\$73,257.94	\$18,314.49	0.25
Interviewer	\$59,077.78	\$11,815.56	0.2
Interviewer	\$61,441.14	\$6,144.11	0.1
Interviewer	\$73,257.94	\$18,314.49	0.25
Interviewer	\$61,441.14	\$6,144.11	0.1
Interviewer	\$59,077.78	\$14,769.45	0.25
Interviewer Aide	\$49,445.58	\$4,944.56	0.1
Interviewer Aide	\$49,445.58	\$4,944.56	0.1
Interviewer Aide	\$49,445.58	\$4,944.56	0.1
Interviewer Aide	\$49,445.58	\$4,944.56	0.1
Interviewer Aide	\$49,445.58	\$4,944.56	0.1
Interviewer Aide	\$49,445.58	\$4,944.56	0.1

Interviewer Aide \$49,445.58 \$4,944.56 0.1
 Interviewer Aide \$49,445.58 \$3,461.19 0.07
 Interviewer Aide \$49,445.58 \$3,461.19 0.07
 Interviewer Aide \$49,445.58 \$3,461.19 0.07
 Interviewer Aide \$49,445.58 \$3,461.19 0.07
 Interviewer Aide \$49,445.58 \$7,416.84 0.15
 Interviewer Aide 1 \$61,096.32 \$18,328.90 0.3
 Interviewer Aide 1 \$61,096.32 \$6,109.63 0.1
 Interviewer Aide 1 \$66,167.86 \$16,541.97 0.25
 Interviewer Aide 1 \$61,096.32 \$30,548.16 0.5
 Interviewer Aide 1 \$61,096.32 \$18,328.90 0.3
 Interviewer Aide 1 BI Sp/E \$73,257.94 \$10,988.69 0.15
 Interviewer Aide 1 BI Sp/E \$73,257.94 \$18,314.49 0.25
 Interviewer BI Sp/E \$70,894.58 \$35,447.29 0.5
 Interviewer BI Sp/E \$63,804.50 \$15,951.13 0.25
 Principal Clerk Typist \$58,386.45 \$14,596.61 0.25
 Program Specialist 2 \$65,036.01 \$13,007.20 0.2
 Program Specialist 2 \$79,394.26 \$15,878.85 0.2
 Secretarial Assistant 1 \$58,294.21 \$11,658.84 0.2
 Senior Clerk Typist \$46,331.63 \$11,582.91 0.25
 Senior Clerk Typist \$47,930.06 \$11,982.52 0.25
 Senior Employment Counselor \$89,144.97 \$22,286.24 0.25
 Senior Employment Counselor \$92,158.59 \$23,039.65 0.25
 Senior Employment Counselor \$86,131.35 \$21,532.84 0.25
 Senior Employment Counselor \$65,036.01 \$16,259.00 0.25
 Senior Interviewer \$67,907.66 \$16,976.92 0.25
 Senior Interviewer \$79,394.26 \$19,848.57 0.25
 Senior Interviewer \$88,009.21 \$44,004.61 0.5
 Senior Interviewer \$88,009.21 \$17,601.84 0.2
 Senior Interviewer \$88,009.21 \$22,002.30 0.25
 Supervisor Administrative Analyst \$147,131.56 \$14,713.16 0.1
 Supervisor Employment & Training Programs \$101,098.35 \$50,549.18 0.5
 Supervisor Employment & Training Programs \$127,744.57 \$12,774.46 0.1
 Supervisor Employment & Training Programs \$127,744.57 \$38,323.37 0.3
 E&T INTERNAL AUDIT
 Auditor 1 \$67,234.22 \$33,617.11 0.5
 Administrative Analyst 2 \$73,650.96 \$44,190.58 0.6
 Administrative Analyst 4 \$106,539.47 \$53,269.74 0.5
 Administrative Analyst 2 \$73,650.96 \$36,825.48 0.5
 Administrative Analyst 3 \$92,680.75 \$46,340.38 0.5
 Administrative Analyst 4 \$106,539.47 \$53,269.74 0.5
 Administrative Analyst 3 \$92,680.75 \$53,754.84 0.58
 WORKFORCE RESEARCH & ANALYTICS
 Administrative Trainee \$51,987.70 \$3,639.14 0.07
 Administrative Analyst 3 \$92,680.75 \$926.81 0.01
 Administrative Analyst 2 \$73,650.96 \$12,520.66 0.17
 Administrative Analyst 4 \$106,539.47 \$11,719.34 0.11
 Chief, Employment & Training \$122,583.06 \$12,258.00 0.1
 Administrative Analyst 4 \$106,539.47 \$22,373.29 0.21
 AS&T OVERHEAD EXECUTIVE ADMIN \$33,513.37 0.27
 AS&T OVERHEAD ADMINISTRATIVE SERVICES \$36,266.62 0.57
 AS&T OVERHEAD ACCOUNTING \$66,456.50 0.78
 AS&T OVERHEAD HUMAN RESOURCES \$51,277.90 0.65

AS&T OVERHEAD ADMIN & TECHNOLOGY \$62,032.39 0.71
 AS&T OVERHEAD MARKETING \$7,572.71 0.08
 AS&T OVERHEAD COMMUNICATIONS \$5,193.43 0.06
 AS&T OVERHEAD LEAGAL SERVICES \$8,884.80 0.07
 AS&T OVERHEAD EQUAL EMPLOYMENT OPPORTUNITY \$4,883.10 0.06
 AS&T OVERHEAD PLANNING & ANALYSIS \$15,711.80 0.05
 AS&T OVERHEAD INTERNAL AUDIT \$10,836.19 0.09
 4% for COLA Increases for FY2026** \$120,143.53
 TOTALS \$10,501,632 \$3,114,064.12 35.65

***AS&T Overhead**

The administrative costs for operating NJDOL (department-level services including accounting, budgeting, internal auditing, planning and research, office services, procurement, and property and equipment management) are distributed through direct charges to projects/programs. These costs are accumulated in an account entitled Administrative Staff and Technical (AS&T) costs, and are periodically billed directly to projects/programs based on each project's direct labor hours (regular, overtime, and leave) in relation to the total departmental direct labor hours for regular, overtime, and leave. Personal benefits costs (fringe benefits) include costs such as pension, health benefits, temporary disability, and unemployment insurance, and are charged to projects on the 7 basis of the rate(s) negotiated with the HHS. The negotiated rates are applied to the total personal services costs. AS&T non-personal services include costs such as rent, insurance, telephone and other communications, postage, and supplies, and, generally, are allocated similarly to personal services costs. While AS&T rates are not established in the negotiated indirect cost rate agreements, the methodology for direct billing of AS&T costs to projects is included in these agreements.

****4% for COLA Increases for FY2026**

2% = Yearly Salary Step Increase

2% = Cost-of-Living Adjustment

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$1,115,953.21	\$1,115,953.21	\$2,231,906.42

Explain how fringe benefits are calculated and clearly explain how the amount listed was determined. If charging fringe benefits to the E&T program, provide the approved fringe rates.

TREATMENT OF FRINGE BENEFITS: Fringe benefits are charged using the rate(s) approved by the U.S. Department of Health and Human Services. The fringe benefits included in the rate(s) are listed in the Special Remarks section of the 9/9/24 NJ DOL Negotiated Indirect Cost Rate Agreement.

Direct Personnel Fringe Benefits Rate (PB)-SFY25 71.45%

PB – Hourly Employees-SFY25 9.25%

PB – Hourly Employees w/Med Benefits-SFY25 41.25%

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$0.00	\$0.00	\$0.00

Describe non-capital equipment and supplies to be purchased with E&T funds.

N/A

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	Non-Federal Share	Federal Share	Total
Materials	\$0.00	\$0.00	\$0.00

Describe materials to be purchased with E&T funds.

N/A

	Non-Federal Share	Federal Share	Total
Travel	\$1,000.00	\$1,000.00	\$2,000.00

Describe the purpose and frequency of staff travel charged to the E&T program. This should not include E&T participant reimbursements for transportation. Include planned staff training and registration costs for training that will be charged to E&T funds.

5 FTEs travel approximately 851 miles per year each to field assignment locations and training sites. The cost is \$400 per person for travel and training
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	Non-Federal Share	Federal Share	Total
Building Space	\$1,166,523.00	\$1,166,523.00	\$2,333,046.00

Explain how building space is calculated and clearly explain how the amount listed above was determined. If charging building space to the E&T program, describe the method used to calculate space value.

Space dollars are based on Full-Time Equivalent Positions (FTE). The total FTE for all programs is 212. The total FTE for SNAP is 72 or 33.9% of the total staff. Therefore, SNAP is charged 33.9% of total space costs. The budget line item is attributed to NJDOL building rent, security guards, IT infrastructure (Office of Information Technology), utilities, maintenance, etc.

	Non-Federal Share	Federal Share	Total
Equipment and other capital expenditures	\$0.00	\$0.00	\$0.00

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

N/A

	Non-Federal Share	Federal Share	Total
Subtotal / State Agency Costs Only	\$3,840,508.27	\$3,840,508.27	\$7,681,016.54
Contractual Costs	\$7,641,228.50	\$8,240,551.50	\$15,881,780.00
County Administered Direct Program Admin Cost	\$5,969,599.00	\$5,969,599.00	\$11,939,198.00
Total Direct Program and Admin Costs	\$17,451,335.77	\$18,050,658.77	\$35,501,994.54

Indirect Costs - Using Indirect Cost Rate

	Non-Federal Share	Federal Share	Total
Indirect Costs	\$14,997.00	\$14,997.00	\$29,994.00

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 contingent agency, upload the approval letter.

Indirect Costs - Using Federally Approved Cost Allocation Plan

	Non-Federal Share	Federal Share	Total
Federally Approved Cost Allocated Costs - State agency only	\$0.00	\$0.00	\$0.00
County Administered Allocated Costs (only applicable to County Administered Programs)	\$0.00	\$0.00	\$0.00
Total Allocated Costs based on Cost Allocation Plan	\$0.00	\$0.00	\$0.00

In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$17,466,332.77	\$18,065,655.77	\$35,531,988.54

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$50,000.00	\$50,000.00	\$100,000.00
Transportation & Other Costs	\$412,005.00	\$412,005.00	\$824,010.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$462,005.00	\$462,005.00	\$924,010.00

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$17,928,337.77	\$18,527,660.77	\$36,455,998.54

FUNDING SOURCES

Fields for the Funding Sources section will populate from other sections, such as the Operating Budget section or annual allocations decided by FNS OET.

The system will provide the States 100 percent allocation as well as the target for the total 50/50 funds, as provided in the annual E&T final allocation memo.

State agencies may enter funds into the field "100 Percent Federal Grant - Additional Funds" for planning purposes. This field must be blank before initial submission. State agencies that wish to request additional 100% funds can do so via the Funding Requests tab. If the request is approved, State agencies will see the approved amount populated in this field, and a new State Plan Amendment must be submitted.

The system utilizes a formula that distributes administrative costs to the various funding sources (i.e. 100 percent Federal, 50 percent Federal Admin and 50 percent Non-Federal Admin.) The formula also establishes a funding hierarchy for the use of all available 100 percent Federal funds. This funding hierarchy will assign the planned administrative expenses against the regular 100 Federal grant first, then depending upon availability, against additional 100 percent funds, able-bodied adults without dependents (ABAWD) pledge funds, if applicable. Any planned costs over the available 100 percent funds will be evenly distributed against the 50 percent Admin funds.

The planned expenses shown for the field "100% Federal Grant" will be inclusive of the formula allocation, as well as any additional Federal funds approved. Fields in the column "Distribution of Planned Expenses" are populated from the planned expenses table. States can use this table to extrapolate figures, but cannot submit the form until 100% of Federal additional funds under the "Allocation or Target" column has been removed.

SNAP Employment and Training Funding Sources

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$599,323.00	\$599,323.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds		\$0.00	\$0.00	-
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	-
Federal	Total - All 100 Percent Funds	\$599,323.00	\$599,323.00	\$0.00	-
Federal	50 Percent Administrative	-	\$17,466,332.77	-	-
Non-Federal	50 Percent Administrative	-	\$17,466,332.77	-	-
Federal	50 Percent Participant Reimbursements	-	\$462,005.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$462,005.00	-	-
Federal	Total 50 Percent Federal Target	\$24,777,898.00	\$17,928,337.77	(\$6,849,560.23)	-
Total	All Sources	\$25,377,221.00	\$36,455,998.54	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$599,323.00	\$599,323.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$17,466,332.77	\$17,466,332.77	\$34,932,665.54
50 Percent Dependent Care	\$50,000.00	\$50,000.00	-
50 Percent Transportation/Other	\$412,005.00	\$412,005.00	-
50 Percent Total Participant Reimbursements	\$462,005.00	\$462,005.00	\$924,010.00
Total 50 Percent Funds	\$17,928,337.77	\$17,928,337.77	\$35,856,675.54
Total	\$17,928,337.77	\$18,527,660.77	\$36,455,998.54

PLEDGE TO SERVE ALL ABAWDs

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).

Is the State agency pledging to offer qualifying activities to all ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i)?

☐ Yes

☒ No