## INSTRUMENT I.2 SNAP EMPLOYMENT AND TRAINING (E&T) PROVIDER SURVEY



OMB # xxxx-xxxx Expiration: xx/xx/20xx Reference No.: 40272.403

# SNAP Employment and Training (E&T) Provider Survey

#### **FINAL**

September 11, 2014

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection will be entered after clearance. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

Thank you for helping us with the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Provider Study. This study will examine the characteristics and program services of SNAP E&T providers and the SNAP E&T participants whom they serve. Results of the study will be used to inform policy recommendations about the needs of SNAP E&T participants, whether current programs meet those needs, and how programs can be improved to address those needs.

This survey contains questions about your E&T program's characteristics, including services, program activities, participation requirements, costs and funding, organizational responsibilities, and interagency coordination. For questions that are focused on SNAP E&T participants, we mean those participants who are receiving E&T funded by the SNAP agency. You may provide training to clients who receive SNAP but you are reimbursed for their training by other agencies. We do not consider these individuals to be SNAP E&T participants.

The survey takes approximately 30 minutes to complete. You may want to have your participation statistics (by activity and type of client) and costs (administrative and service delivery) ready before starting the survey.

- The information you provide will only be used for statistical purposes. In accordance with the
  Privacy Act of 1974, your responses will not be disclosed in identifiable form without your
  consent. Your participation in this survey is completely voluntary. You may skip any questions
  that make you uncomfortable or that you would prefer not to answer.
- If you do not have exact information available to answer certain questions, your best estimate will be fine.

Please record your name, title, organization, address, telephone number, and email below so that we may contact you if we have any questions after you submit the completed survey.

First Name:	Last Name:	
Title:		
Organization Name:		
Street Address 1:		
Street Address 2:		
City:	State: Zip	):
Telephone:		
Email address:		

a.	Whic	ch type of organization is yours?	
	Se	lect only one	
	0	Private for profit,	1
	O	Private non-profit,	2
	O	Government agency, or	3
	O	Something else?	99
		Specify	
lb.	How	would you describe your organization?	
	Se	lect all that apply	
		Workforce Investment Board (WIB),	1
		Part of an American Job Center/One-Stop/Workforce Center,	2
		WIA only center,	3
		SNAP/TANF/WIC or other benefit office,	4
		Religious organization,	5
		Community-based organization,	6
		Vocational Rehabilitation,	7
		Community college,	8
		Four year college, or	9
		Something else?	99
		Specify	
2.	How	many participants did your program serve in your most recently con	mpleted fiscal year?
		SNAP E&T PARTICIPANTS	
		NON-SNAP E&T PARTICIPANTS	
3a.	Are	our activities targeted to one or more specific age groups?	
		Yes	1
	0	No.	
	•	Q3c	0 00 10
		-	

IF Q	3a = 1			
3b.	What is/are the ag	ge group(s)? Please specify.		
	FROM AGE	ТО		
	FROM AGE	ТО		
	FROM AGE	ТО		
	FROM AGE	ТО		
3c.	Are participants reservices?	equired to have a minimum level of e	ducation to enroll or be eligible	e for your
				00.70
	O No Q3e		0	GO TO
IFQ	3c = 1			
3d.	What education le	evels do you target?	EDUCATION LEVELS TARGE	TED
3e.		ticipants with a specific skill level?	1	
	O No Q3g		0	GO TO
3f.	What specific skil	l levels do you target?	SKILL LEVELS TARGETED	
3g.		ticipants with a specific occupational		
	O No Q3i		0	GO TO
IFQ	3g = 1			
3h.	What specific occ	cupational interests do you target?		
			OCCUPATIONAL INTERESTS	5

	O Yes	1
	O No	0 GO TO Q <sup>2</sup>
IFC	Q3i = 1	
3j.	What specific races/ethnicities do you target?	
٠,.	That specific receives and you target.	ETHNICITIES TARGETED
4.	How long has your organization been providing services  YEARS  MONTHS	s to SNAP E&T participants?
	O Not applicable, no longer serving SNAP E&T clients	0
		AREAS SERVED

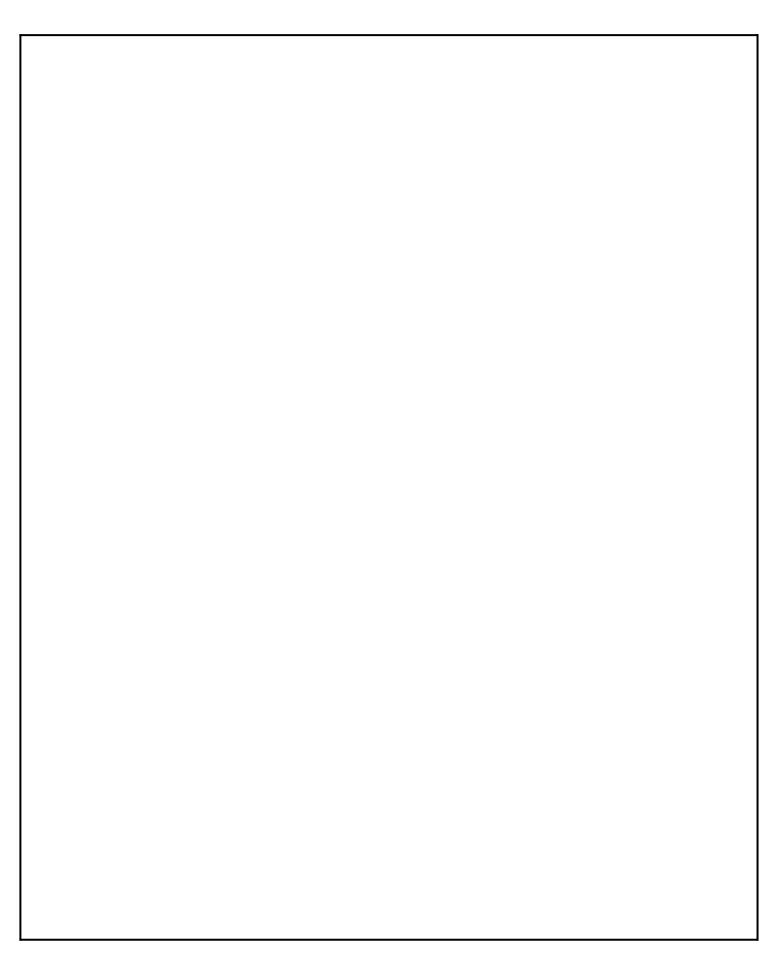
#### **B. Participant Profile and Program Descriptions**

	O	Yes1	
	0	No	GO TO Ç
IF 6a	a=YES		
6b.	Wha	t percentage of those you screen are found to qualify for a good cause exemption	n?
	Se	lect one only	
	$\mathbf{c}$	25% or less	
	•	Between 25% and 50%	
	O	Between 50% and 75%	
	O	Between 75% and 90%4	
	0	90% or more	
7.	wa	ny do most SNAP E&T participants enroll in your SNAP E&T program? Is it beca unt to lect all that apply	use they
7.			use they
7.	<b>wa</b> Se	unt to lect all that apply	use they
7.	<b>wa</b> Se	Int to  lect all that apply  Keep SNAP benefits,1	use they
<b>'.</b>	wa Se □	Int to  lect all that apply  Keep SNAP benefits,	use they
<b>.</b>	wa Se	Int to  Ilect all that apply  Keep SNAP benefits,	use they
7.	wa Se	Int to  Ilect all that apply  Keep SNAP benefits,	use they
·.	wa Se	Int to  Ilect all that apply  Keep SNAP benefits,	use they
<b>'.</b>	wa Se	Int to  Ilect all that apply  Keep SNAP benefits,	use they
7.	wa Se	Int to  Ilect all that apply  Keep SNAP benefits,	use they
·.	wa Se	Int to  Ilect all that apply  Keep SNAP benefits,	use they
	wa Se	Int to  Ilect all that apply  Keep SNAP benefits,	use they
	wa Se	Int to  Ilect all that apply  Keep SNAP benefits,	use they
	wa Se	Int to  Ilect all that apply  Keep SNAP benefits,	use they

ter your program? Select all that apply	
☐ Lacking basic or employability skills,	1
□ Low literacy level,	
☐ High school dropout,	
☐ Minimal work experience,	4
☐ Displaced by company closures or industry shifts,	5
☐ Gaps in employment history,	6
☐ Criminal records,	7
☐ Addiction issues,	8
☐ Homeless or in unstable housing,	9
☐ Technical skills out of date (e.g., lacking computer skills),	10
☐ Skills mismatched with current industry needs, or	11
□ Something else?	99

Se	lect all that apply	
	GED preparation/testing,	1
	Post-secondary education,	
	Skills assessment,	
	Job search training/assistance,	
	ESL/English classes,	
	Vocational skills training	
	Job specific training,	
	On the job training (OJT),	8
	Certification or licensing preparation or testing,	9
	Credential transfer assistance,	10
	Internship,	11
	Apprenticeship,	12
	Workfare or Community Service, or	13
	Something else?	99
	Specify	
Sele optic		lucation or
Sele optio	Specify ct the three most important factors you use to design or modify the edons that you offer to participants.  Specify constant was a specific constant of the edons that you offer to participants.	lucation or
Sele optio	Specify  ct the three most important factors you use to design or modify the edons that you offer to participants.  lect the three most important  Best practices from other E&T programs,	lucation or 1
Sele optio Se	Specify  ct the three most important factors you use to design or modify the edons that you offer to participants.  lect the three most important  Best practices from other E&T programs,  Local labor statistics,	lucation or123
Sele optio Se	Specify  ct the three most important factors you use to design or modify the edons that you offer to participants.  lect the three most important  Best practices from other E&T programs,  Local labor statistics,  Activities required by state agency funding SNAP E&T,	lucation or1234
Sele optio Se	Specify  ct the three most important factors you use to design or modify the edons that you offer to participants.  lect the three most important  Best practices from other E&T programs,  Local labor statistics,  Activities required by state agency funding SNAP E&T,  Assessments of the skills needed by employers in the community,	lucation or1234
Sele optio Se	Specify  ct the three most important factors you use to design or modify the edons that you offer to participants.  lect the three most important  Best practices from other E&T programs,	lucation or12345
Sele optio Se	Specify  ct the three most important factors you use to design or modify the edons that you offer to participants.  lect the three most important  Best practices from other E&T programs,	lucation or123456
Sele optio Se	ct the three most important factors you use to design or modify the edons that you offer to participants.  Nect the three most important  Best practices from other E&T programs,	lucation or 11234566
Sele option	ct the three most important factors you use to design or modify the edons that you offer to participants.  Nect the three most important  Best practices from other E&T programs,	lucation or1234567

SERT ITEMS SELECTED IN Q9  Please indicate the number of S activity during your most recen please make an estimate. If no present the properties of the series of the s	tly completed fiscal ye participants are part of	ar. (If you one of the	are unsure of the negroups, enter '0' ir	umber,
CTIVITY	NUMBER OF SNAP E&T PARTICIPANTS	DON'T TRACK THIS	NUMBER OF NON-SNAP E&T PARTICIPANTS	DON'T TRACK THIS
. GED preparation/ testing		C <sub>b</sub>		C b
. Post-secondary education		<b>C</b> b		C <sub>b</sub>
. Skills assessment		<b>C</b> b		C <sub>b</sub>
l. Job search training/ assistance		<b>C</b> b		C <sub>b</sub>
ESL/English classes		C <sub>b</sub>		C <sub>b</sub>
. Vocational skills training		O <sub>b</sub>		C <sub>b</sub>
. Job specific training		C <sub>b</sub>		C <sub>b</sub>
o. On the job training (OJT)		C <sub>b</sub>		C <sub>b</sub>
Certification or licensing preparation or testing		C <sub>b</sub>		C <sub>b</sub>
Credential transfer assistance		O <sub>b</sub>		C <sub>b</sub>
Internship		O <sub>b</sub>		<b>O</b> b
Apprenticeship		C <sub>b</sub>		<b>C</b> b
n. Workfare or Community Service		C b		C b
. Something else (specify)		O <sub>b</sub>		C b
ease add any notes you think are impo	ortant to our ability to un	derstand ar	nd analyze your data	



1		
		PERCENT MANDATORY SNAP E&T PARTICIPANTS
		PERCENT VOLUNTARY SNAP E&T PARTICIPANTS
	0	Don't knowd
F 9	= c	
L2.		t percentage of those who complete your organizations initial skills assessment process eturn for services?
	Se	lect one only
	O	25% or less
	O	Between 25% and 50%2
	O	Between 50% and 75%3
	O	Between 75% and 90%4
	O	90% or more5
	<b>\ \ \ \ \ \ \ \ \ \</b>	
L3.	wna	t supportive services does your organization offer to SNAP E&T participants?
	C-	last all that apply
	_	lect all that apply  Oneito children
		Onsite childcare,1
	_ _	Onsite childcare,
	_ 	Onsite childcare,
		Onsite childcare, 1 Childcare vouchers or funds, 2 Transportation assistance, 3 Tutoring, 4 Assistance applying for government benefits, 5 Referrals to other organizations, 6 Legal aid, 7 Housing assistance, 8 Domestic violence assistance, 9 Counseling/Therapy, 10
		Onsite childcare,
		Onsite childcare,1Childcare vouchers or funds,2Transportation assistance,3Tutoring,4Assistance applying for government benefits,5Referrals to other organizations,6Legal aid,7Housing assistance,8Domestic violence assistance,9Counseling/Therapy,10Clothing/work equipment/tools,11Medical assistance, or12
		Onsite childcare,

AC	CTIVITY	AVERAGE WEEKS INVOLVED	DON'T TRACK THIS	AVERAGE HOURS PER WEEK	DON'T TRACK THIS
a.	GED preparation/testing		<b>O</b> b		O b
b.	Post-secondary education		<b>O</b> b		<b>O</b> b
C.	Job search training/ assistance		<b>O</b> b		<b>C</b> b
d.	ESL/English classes.		<b>O</b> b		C b
e.	Vocational skills training		<b>O</b> b		<b>C</b> b
f.	Job specific training		C b		C b
g.	On the job training (OJT)		O b		C <sub>b</sub>
h.	Certification or licensing preparation or testing		<b>O</b> b		<b>O</b> b
i.	Internship		O b		C <sub>b</sub>
j.	Apprenticeship		O b		C <sub>b</sub>
k.	Workfare or Community Service		C b		C <sub>b</sub>
I.	Something else (specify)		C b		C <sub>b</sub>
Ple	ase add any notes you think are i	important to our ab	ility to understa	nd and analyze your c	lata.

	Se	lect all that apply		
		Participation/attendance	1	
		GED	2	
		High school diploma	3	
		Associate's degree	4	
		English proficiency certification/TOEFL	5	
		$Certificates \ and \ licenses \ (e.g.\ food\ handler,\ forklift\ operator,\ hairdresser,\ CDL).$	6	
		Something else	99	
		Specify		
		Our programs do not provide any certifications, licenses, or degreesQ17	0	GO TO
16.		t share of SNAP E&T participants you serve earn a certification, license, or	degre	ee/diploma
		lect one only	4	
	_	All or almost all		
	0	More than half		
	0	About half		
	0	Less than half		
	0	Few or none	5	

	s your organization have agreements, or coordinate with, any of the following anizations?	ıy KIN	นร บโ
Se	elect all that apply		
	Part of an American Job Center/One-Stop/Workforce Center	1	
	WIA only center	2	
	SNAP/TANF/WIC or other benefit office	3	
	JobCorps	4	
	Religious organization	5	
	Community based organization (including a community health center, mental health services, local food bank, or location social service organization)	6	
	Vocational Rehabilitation	7	
	Community college	8	
	Four year college	9	
	Other employment, education, or training provider	10	
	Something else	99	
	Specify		
	Specify		
_	Nos your organization offer any post-program follow-up services to SNAP E&T	<sup>-</sup> parti	cipants
	Nos your organization offer any post-program follow-up services to SNAP E&T	parti 1	-
8a. Doe	No	parti 1	<b>cipants</b> GO TC
Ba. Doe	No	parti 1	-
Ba. Doe	No	<b>parti</b> 1	-
Ba. Doe	No	parti 1 0	-
8a. Doe  O  8b. Wha	No	parti 1 0	-
8a. Doe  8b. Wha  Se	No	parti 1 0	-
Ba. Doe	Syour organization offer any post-program follow-up services to SNAP E&T Yes	- parti 1 0	-
Ba. Doe  Bb. Wha	No	1 0 1 2 3 4	-
8a. Doe  8b. Wha  Se	No	1 0 1 2 3 4 5	-
Ba. Doe	No	1 0 1 2 3 4 5 6	-
Ba. Doe  Bb. Wha	No	1 0 1 2 3 4 5 6 7	-

The next few questions ask about your organization's funding and expenditures. Please be assured that your responses are private and will be used for research purposes only. The information you report will not be shared with anyone outside of the research team, including state or federal agencies. No dollar amounts will be reported publically, and all data will be discussed in the aggregate across providers. In addition, your organization's name will not be included in any reporting or data files shared with the federal government.

			year?								
				TOTAL FUNDING FROM ALL	SOURCES						
2	0.	your	most recently complete	of funding you received from each of fiscal year. (If you do not rece sure of the number, please make	eive a particular t						
					AMOUNT OF	DON'T TRACK THIS					
a.	SN	IAP fu	nds		\$	C <sub>b</sub>					
b.	TA	NF fu	nds		\$	$\mathbf{C}$ b					
c.	WI	A fund	ds		\$	C <sub>b</sub>					
d.	DC	)L fun	ds (excluding WIA funds)		\$	C <sub>b</sub>					
e.			funds (e.g. corporate or in on grants, or other special		\$	<b>C</b> b					
V	vas	spent		our total funding from <i>your mo</i> ion (including overhead, staff s tance and training?			ear				
		O	Yes			1					
		•	NoQ21c			0 GO	) TO				

21b. Please indicate how much of your total funding from your most recently completed fiscal year was spent in each of the following cost categories. (If you did not spend any of your funding in a particular cost category, please indicate "0." If you are unsure of the number, please make an estimate.) DON'T AMOUNT OF **TRACK FUNDING** THIS **Administrative Costs:** a. Overhead  $\mathbf{C}_{\mathsf{b}}$  $\mathbf{O}_{\mathsf{b}}$ b. Staff Salaries **Direct Service Costs:** c. Supportive Services  $\mathbf{C}_{\mathsf{b}}$ d. Upfront Training and Basic Education  $\mathbf{O}$  b \$ e. Job Training  $\mathbf{C}_{\mathsf{b}}$ \$ f. Higher Education  $\mathbf{C}_{\mathsf{b}}$ Other Costs:  $\mathbf{O}_{\mathsf{b}}$ g. Other (specify)

IE ()21a - ()		
IF QZ1a – U		

21c. Please indicate the approximate percentage of your total funding (\$) from your <u>most recently</u> completed fiscal year that was spent in each of the following cost categories. If you are unsure of the percentage, please make an estimate.

	PERCENTAGE TOTAL FUNDING	DON'T TRACK THIS
Administrative Costs:	%	
a. Overhead	%	$\mathbf{C}$ b
b. Staff Salaries	90	$\mathbf{C}$ b
Direct Service Costs:	%	
c. Supportive Services	%	$\mathbf{C}$ b
d. Upfront Training and Basic Education	%	$\mathbf{C}$ b
e. Job Training		C <sub>b</sub>
f. Higher Education	%	O <sub>b</sub>
Other Costs:	%	
g. Other (specify)	90	<b>O</b> b

#### INSERT ITEMS SELECTED IN Q9

22. What is your organization's current average completion rate for SNAP E&T participants in each of these activities? Note we are asking for the data on SNAP E&T participants only.

SELECT ONE ONLY

ACTIVITY	ALL OR ALMOST ALL COMPLET E	MORE THAN HALF COMPLE TE	ABOUT HALF COMPLET E	LESS THAN HALF COMPLET E	FEW OR NONE COMPLET E	DON'T KNOW
a. GED preparation/ testing	1 O	2 <b>Q</b>	<b>O</b> ε	4 <b>Q</b>	5 <b>O</b>	C b
b. Post-secondary education	<b>O</b> 1	2 <b>Q</b>	<b>O</b> ε	4 <b>O</b>	5 <b>O</b>	C b
c. Job search training/ assistance	1 <b>O</b> 1	2 <b>Q</b>	3 <b>O</b>	4 <b>Q</b>	5 <b>O</b>	C b
d. ESL/English classes	1 <b>O</b> 1	2 <b>O</b>	<b>O</b> 8	4 <b>O</b>	5 <b>O</b>	C <sub>b</sub>
e. Vocational skills training	1 <b>O</b> 1	2 <b>Q</b>	3 <b>O</b>	4 <b>Q</b>	5 <b>O</b>	C b
f. Job specific training	1 O	2 <b>O</b>	<b>O</b> ε	4 <b>O</b>	5 <b>O</b>	Оь
g. On the job training (OJT)	1 <b>O</b> 1	2 <b>Q</b>	3 <b>O</b>	4 <b>Q</b>	5 <b>O</b>	C b
h. Certification or licensing preparation or testing	1 <b>Q</b>	2 <b>Q</b>	Oε	4 <b>Q</b>	5 <b>Q</b>	<b>O</b> b
i. Internships	<b>O</b> 1	2 🔾	<b>O</b> ε	4 <b>Q</b>	5 <b>O</b>	<b>O</b> b
j. Apprenticeship	<b>O</b> 1	2 <b>O</b>	<b>O</b> ε	4 <b>O</b>	5 <b>O</b>	<b>O</b> b
k. Workfare or Community Service	1 <b>O</b> 1	2 <b>Q</b>	<b>O</b> E	4 <b>Q</b>	5 <b>Q</b>	C b
I. Something else (specify)	1 <b>Q</b>	2 <b>Q</b>	Cε	4 <b>O</b>	5 <b>Q</b>	<b>O</b> b

number, please make an estimate. Note we ar	ENTERED EMPLOYMENT RATE FOR THOSE WHO	DON'T TRACK
	PARTICIPATED %	THIS
a. GED preparation/ testing	%	C b
b. Post-secondary education		O <sub>b</sub>
c. Job search training/ assistance	%	<b>O</b> b
d. ESL/English classes	%	<b>O</b> b
e. Vocational skills training	%	<b>O</b> b
f. Job specific training	%	<b>O</b> b
g. On the job training (OJT)	%	O <sub>b</sub>
h. Certification or licensing preparation or testing	%	<b>O</b> b
i. Credential transfer assistance	%	<b>O</b> b
j. Internship	%	<b>O</b> b
k. Apprenticeship	%	d <b>Q</b>
I. Workfare or Community Service		
m. Something else (specify)	%	<b>Q</b> b
in. Something cise (speeny)		
24. What outcomes and/or performance measure	s do you report to <u>outside</u>	organizations?
OU	TCOMES AND MEASURES RE	PORTED
O None		0
25. What outcomes are measured only for interna	al use by your organization	?
	OUTCOMES MEASURED	
O No outcomes measured only for internal us	se	0

		m do you his inform		comes and/	or performa	nce measur	es? How of	ten are you r	equire
11	NSTRL	JCTIONS: F	OR ALL Y	ES REPLIES	S, RESPONE	DENT WILL (	30 TO "HO	W OFTEN".	
			TO NEXT	CONTINUE COLUMN, D TO NEXT					
			YES	NO	MONTHLY	QUARTERLY	ANNUALLY	OTHER (SPECI	FY)
State	Э		1 O	<b>O</b> 0	1 <b>Q</b>	<b>O</b> 8	4 <b>Q</b>		
Cour	nty		O <sub>1</sub>	<b>O</b> 0	1 O	<b>O</b> ε	4 <b>O</b>		
Loca	ıl board	l	1 <b>O</b>	o <b>Q</b>	1 <b>Q</b>	3 <b>Q</b>	4 <b>Q</b>		
Othe	er funde	ers	1 <b>O</b>	O 0	1 O	3 <b>Q</b>	4 <b>Q</b>		
. Othe	er (spec	ify)	1 <b>O</b>	<b>O</b> 0	Oı	Оε	4 <b>O</b>		
						nce require	ments to co	ontinue recei	ving
	unds o	or being an es	approved	service pro	vider?	nce require		1	ving
f	O YO	or being an es	approved	service pro	vider?			1	ving
Ask 28:	O Younds of A youn	and 28c or	approved	atory states	vider?			1	
Ask 28:	unds of Your Na, 28b,	and 28c or	nly in mand	atory states articipants,	do you trac		t on <u>partici</u>		
fsk 28a <b>28a. F</b>	a, 28b,	and 28c or ndatory SN res?	nly in mand	atory states  articipants,	do you trac	k and repor	t on <u>partici</u>		
Ask 28:	a, 28b,  For maneasur  Ti  N	and 28c or andatory SN res? rack only	nly in mand	atory states  articipants,	do you trac	k and repor	t on <u>partici</u>	10  pant complia1	
Ask 28a <b>28a.</b> F	a, 28b,  For maneasur  To To	and 28c or	nly in mand	atory states  articipants,	do you trac	k and repor	t on <u>partici</u>	10  pant complia1	i <b>nce</b> GO TO
Ask 28a 28a. F	a, 28b,  For maneasur  To To	and 28c or	nly in mand	atory states  articipants,	do you trac	k and repor	t on <u>partici</u>	1	i <b>nce</b> GO TO

### 28c. To whom do you report participant compliance measures? How often are you required to report this information?

INSTRUCTIONS: FOR ALL YES REPLIES, RESPONDENT WILL GO TO "HOW OFTEN".

	CON E NE COL IF NO	YES, ITINU TO EXT UMN, D, GO NEXT DW	НО	W OFTEN A	ARE YOU RE	-	REPORT
	YE S	NO	WEEKL Y	MONTHL Y	QUARTERL Y	ANNUALL Y	OTHER (SPECIFY)
a. State	1 <b>O</b>	<b>C</b> 0	O <sub>1</sub>	2 <b>Q</b>	<b>O</b> ε	4 <b>O</b>	
b. County	1 <b>O</b>	<b>O</b> 0	1 <b>O</b> 1	2 <b>O</b>	<b>O</b> ε	4 <b>O</b>	
c. Local board	O 1	<b>O</b> 0	1 <b>O</b> 1	2 <b>O</b>	<b>O</b> 8	4 <b>Q</b>	
d. Other funders	1 O	<b>C</b> 0	1 <b>O</b>	2 <b>Q</b>	3 <b>O</b>	4 <b>Q</b>	
e. Other (specify)	1 <b>O</b>	<b>C</b> 0	1 <b>Q</b>	2 <b>Q</b>	<b>O</b> ε	4 <b>O</b>	

Se	lect all that apply	
	Agriculture, fishing, forestry, mining, and oil and gas extraction	1
	Construction	2
	Educational services	3
	Financial activities, including finance, insurance, real estate, and rental	4
	Government/Public Administration	5
	Healthcare and social assistance	6
	Information including telecommunications, publishing, and data processing	7
	Leisure, hospitality, and tourism, including accommodations, food service, entertainment and recreation	8
	Manufacturing	9
	Military	10
	Professional and business services, including administrative and waste management services	11
	Retail and wholesale trade	12
	Transportation, warehousing, and utilities	13
	Other services (e.g., Installation, maintenance and repair)	14
	Something else	99
	Specify	
. Wha	t types of skills do your participants most need to gain to be employable in	your commu
	lect all that apply	
	Basic skills (literacy and math),	
_	2 Soft skills (o.g., time management, interportantal communication skills)	
	Soft skills (e.g., time management, interpersonal communication skills),	
	2	
	Prior experience in industry/occupation in which seeking employment,	
	3	
	Degree/credential/certification required by industry/occupation in which seeking employment, or	
	4	
	Something else?	

99		7
Specify		
Thank you for part	icipating in this important stud	y.