

Attachment K. Administrative Cost Table and Transmittal Email

OMB No. 0584-[NEW]

*Job Search as a Supplemental Nutrition Assistance
Program (SNAP) Employment and Training (E&T)
Component*

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Administrative Cost Table and Transmittal Email

Dear <State SNAP Director and/or E&T Director>,

We are looking forward to our upcoming visit to discuss the role of job search activities in your State's Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program. During the visit, we would like to get a better understanding of the costs you incur to administer the SNAP job search and other E&T activities as part of our broader discussion about how the program works. To facilitate the discussion of costs, we would like to request that you complete the tables below before our visit. *[If relevant:]* We have prepopulated some information based on your State E&T plan, but please make any edits or updates needed. When we meet in person, we may ask you a few follow-up questions about the information in the tables.

We sincerely appreciate your assistance in this important effort for the Food and Nutrition Service.

Sincerely,

<Site Visit Lead>

/isit

Cost Component	SNAP E&T Budgeted Amount for Fiscal Year (FY) 2019
1. Administrative costs:	
a. 100% funds	
b. 50/50 funds	
c. Total administrative costs	
2. Participant reimbursements	
3. Other costs*	
4. Total	

*** If other costs are budgeted for, please describe these costs here (including dollar amount and purpose of the expenditure) or attach any relevant documentation:**

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Table B. Administrative Costs of SNAP Job Search and Other E&T Components, to be Completed by SNAP Director or SNAP E&T Director Before the Visit

Job Search Component	A. Total Budgeted Costs for FY 2019	B. Anticipated Monthly Participants (Unduplicated Count) for FY 2019	C. Anticipated Monthly Costs (Administrative Costs Only) for FY 2019	D. Anticipated Monthly Cost per Unduplicated Participant for FY 2019 (C/B)	E. Actual Monthly Participants (Unduplicated Count) for FY 2019	F. Actual Monthly Costs (Administrative Costs Only) for FY 2019	G. Actual Monthly Cost per Unduplicated Participant for FY 2019 (F/E)
Job Search Components <i>[Please list each type of job search activity offered.]</i>							
Example 1. Independent job search							
Example 2. Job search training							
Example 3. Job retention services							
Other E&T Components <i>[Please list any other types of E&T services, including those offered under educational, training, or work components.]</i>							
Example 1. Basic skills instruction (e.g., GED)							
Example 2. Work readiness training							
Example 3. Vocational skills training							
Participant Reimbursements for Supportive Services <i>[Please list by type of reimbursement, if available, or else total reimbursements.]</i>							
Example 1. Transportation							
Example 2. Childcare							