

ATTACHMENT C: Form FNS-583 SNAP E&T Program Activity Report

SNAP Employment and Training (E&T)

Requests for Additional Funds and record keeping for the FNS-583 (OMB# 0584-0339)

U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE SNAP EMPLOYMENT AND TRAINING (E&T) PROGRAM ACTIVITY REPORT	STATE NAME	QUARTER COVERED 1 - First 3 - Third 2 - Second 4 - Fourth ☐
	STATE CODE	FEDERAL FISCAL YEAR

Public reporting burden for this collection of information is estimated to average 85 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden estimate or any other aspect of Food and Nutrition Services, Office of Policy Support, Alexandria, VA 22302 (0584-0594). Do not return the completed form to this address.

COMPLETE ON FIRST QUARTER REPORT

1. Number of work registrants receiving SNAP on October 1 of the new fiscal year:

COMPLETE EACH QUARTER					
	MONTH 1	MONTH 2	MONTH 3	QUARTERLY TOTAL	FISCAL YEAR TO DATE
2. Number of new work registrants					
3. Number of ABAWD applicants and recipients subject to time limits participating in qualifying components.					
4. Number of all other applicants and recipients (including ABAWDs involved in <u>non-qualifying</u> activities) participating in components					
5. Number of ABAWD case months used under the State agency's discretionary exemption allowance					

COMPLETE ON FOURTH QUARTER REPORT FOR ENTIRE FISCAL YEAR

6. Number of individuals provided with case management services (Note: optional for State agency to report)

CASE MANAGEMENT SERVICES	NUMBER PROVIDED WITH CASE MANAGEMENT SERVICES		
	ABAWD	NON-ABAWD	TOTAL
TOTAL CASE MANAGEMENT SERVICES			

7. Number of individuals who participated in each component (list components and attach separate sheet if necessary)

COMPONENTS	NUMBER WHO PARTICIPATED IN EACH COMPONENT		
	ABAWD	NON-ABAWD	TOTAL
TOTAL COMPONENT PARTICIPATION			

EMPLOYMENT AND TRAINING PROGRAM PARTICIPATION	NUMBER WHO PARTICIPATED IN THE E&T PROGRAM		
	ABAWD	NON-ABAWD	TOTAL
8. Number of individuals who participated in the E&T Program during the fiscal year			

COMPLETE ON FOURTH QUARTER REPORT FOR MANDATORY E&T PROGRAMS ONLY	
	NUMBER OF SNAP APPLICANTS AND RECIPIENTS
9. Number of individuals required to participate in E&T	
10. Of those required to participate the number who began participation in an E&T program	
11. Of those required to participate the number of individuals who began participation in an E&T component	
12. Number of mandatory E&T participants who were determined ineligible for failure to comply with E&T requirements	

I CERTIFY THAT THIS REPORT IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE			
SIGNATURE	TITLE	DATE	TELEPHONE

SNAP EMPLOYMENT AND TRAINING (E&T) PROGRAM ACTIVITY REPORT (FNS-583) GENERAL INSTRUCTIONS

This report covers SNAP E&T program activities during the report period. Each State agency must submit a consolidated State level report to the Food and Nutrition Service (FNS). The State agency shall submit its data for this report electronically via the Food Programs Reporting System (FPRS) no later than the 45th day following the end of the report period. For the 2nd, 3rd and 4th quarters, add the quarterly total to the total from the previous quarter(s) and list cumulative total under "**FISCAL YEAR TO DATE**". State agencies must retain records of the data and methods used to report for audit purposes.

NOTE: Items 3 and 4 below require a monthly count of component participation. An individual who participates each month must be counted 12 times during the fiscal year. In Item 7 (component participation), that same individual should be counted once for each component in which he/she participated. For example, an ABAWD participated the entire fiscal year - 6 months in a workfare component and 6 months in an educational – vocational training program. That ABAWD must be counted once each month in Item 3 (monthly participation). At the end of the fiscal year the same ABAWD must be counted twice in Item 7 (component participation) - once in the workfare component and once in the educational – vocational training component. However, in Item 8 (individual participation) count the individual only once for the fiscal year.

ITEM 1 (Work Registrants on Oct. 1)- Record the total number of work registrants in the State on October 1 of the new fiscal year. This is an unduplicated count of work registrants and is reported only in the 1st quarter of the fiscal year. **Do not** count these registrants again during the fiscal year.

ITEM 2 (Monthly New Work Registrants)- Record the number of individuals registered for work each month, beginning with October. This is an unduplicated count. Exclude work registrants that were counted in Item 1. **Count** individuals as work registrants only once during the fiscal year.

ITEM 3 (Monthly count of ABAWD applicants/recipients subject to time limits participating in qualifying components) - Record the number of able-bodied adults without dependents (ABAWDs), both applicants and recipients, **subject to the 3-month SNAP benefits time limit** that participated in **qualifying** SNAP E&T activities each month of the report period. Qualifying E&T activities include education, training, work experience, or workfare components that fulfill the ABAWD work requirement, in accordance with section 6(o)(2) of the Food and Nutrition Act. Count each ABAWD only once per month. This is an unduplicated count in the month. For example, an ABAWD may participate in two qualifying activities in one month and would only be counted once in the month.

ITEM 4 (Monthly component participation) - Record the number of all other applicants and recipients who participated in an E&T activity each month of the report period. This would include ABAWDs not subject to time limits, as well as ABAWDs subject to the 3 mo. time limits who participated in non-qualifying activities. Count each participant once per month. Participants included in Item 3 should not be included again in Item 4 within the same month. This is an unduplicated count within the month.

ITEM 5 (Discretionary Exemption Usage) - Record the number of ABAWD case months used each month of the report period under the State agency's discretionary exemption allowance, in accordance with section 6(o)(6) of the Food and Nutrition Act. One exemption covers one ABAWD for one month of benefits. Count each exemption once per month.

ITEM 6 (Case Management Services Participation, optional) – On the 4th quarter report, State agencies may use this section to report on case management services provided during the fiscal year. If States choose to report on case management services, State agencies should list the case management services provided during the fiscal year and record the number of ABAWDs and Non-ABAWDs who received each type of case management services. Case management services can include intake orientations, comprehensive intake assessments, individualized service plans, progress monitoring, service coordination or other. If other is used a description of the service should be entered that aligns with the case management services included in the State's E&T State Plan. If a State agency does not track case management by specific activities, such as intake orientations, they may use the category "CMS – General". States should only count participants as receiving case management services once in a fiscal year.

ITEM 7 (Component Participation) On the 4th quarter report, list the E&T components offered during the fiscal year and record the number of ABAWDs and non-ABAWDs who participated in each. Count each participant in each component only once. However, participants may be reported across multiple components. For example, a participant in supervised job search and in workfare would be counted under each component. A list of the components with acronyms as reflected in the Food Program Reporting System (FPRS) is shown below. State agencies should be aware that if "Other" is used FPRS will require that a description be provided that aligns with the component in the State's E&T State Plan.

NOTE: Participants should be counted as an ABAWD under Item 7 even if they are covered by a waiver or exemption

FNS-583 Acronym	Description
SJS	Supervised Job Search
JST	Job Search Training
JR	Job Retention Services
SET	Self-Employment Training
WF	Workfare through E&T
EPB	Educational Program, Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)
EPC	Educational Program, Career and/or Technical Education Programs or Other Vocational Training
EPEL	Educational Program, English Language Acquisition
EPIE	Educational Program, Integrated Education and Training or Bridge Programs
EPWRT	Educational Program, Work Readiness Training
EPO	Educational Program – Other. (State must provide description)
WA	Work Activity
WBLA	Work-based learning, Apprenticeships
WBLA-SUB	Work-based learning, Apprenticeships, Subsidized by E&T
WBLI	Work-based learning, Internship
WBLI-SUB	Work-based learning, Internship, Subsidized by E&T
WBLOJT	Work-based learning, On-the-job Training
WBLPA	Work-based learning, Pre-apprenticeship
WBLPA- SUB	Work-based learning, Pre-apprenticeship Subsidized by E&T
WBLTJ	Work based learning, Transitional Jobs
WBLTJ - SUB	Work based learning, Transitional Jobs, Subsidized by E&T
WBLO	Work-based learning- Other (<i>State must provide description</i>)
WBLO - SUB	Work-based learning- Other, Subsidized by E&T, (<i>State must provide description</i>)

ITEM 8 (Individual Participation) - On the 4th quarter report, record the number of ABAWDs and non-ABAWDs who participated in the E&T Program during the fiscal year. This is an unduplicated count of participants. **Count each individual only once in the fiscal year. Participant's status is based on their initial status for the fiscal year. For example, an individual was an ABAWD when they began participating in November and in February their status changed to a Non-ABAWD. That individual would only be counted once as an ABAWD. NOTE: Participants should be counted as an ABAWD under Item 8 even if they are covered by a waiver or exemption.**

Note: Item 9 to 12 are only reported on the 4th quarter report by State agencies operating a mandatory E&T program.

ITEM 9 – On the 4th quarter report, record the number of SNAP applicants and recipients who were required to participate in E&T by the State agency during the fiscal year. Count each individual each time they were required to participate for a certification cycle. For example, an individual may be required to participate in E&T when they are certified for benefits in November. That individual may lose eligibility in February, re-apply in June when they are again required to participate in E&T. That individual would be counted twice – once for November and once for June. Additionally, if an individual is required to participate in E&T at certification in October and is again required to participate at recertification in April, that individual would be counted twice – once for October and again in April.

ITEM 10 – Of the individuals reported on item 9, record the number of SNAP applicants and recipients who began participation in an E&T program. An E&T participant begins to participate in an E&T program when the participant commences at least one part of an E&T program, including an orientation, assessment, case management or a component. Count each individual every time they begin to participate in E&T for every certification cycle. For example, if an individual is required to participate in E&T in November and attends an orientation that month, but later loses eligibility and applies for SNAP in June when they are again required to participate in E&T and attends a second orientation in June, that individual would be counted twice – once in November and again in June. Additionally, if an individual is required to participate in E&T at certification in October when they attend an orientation, and is again required to participate at recertification in April when they attend a second orientation, that individual would be counted twice – once for October and again in April.

ITEM 11 – Of the individuals reported on item 9, record the number of SNAP applicants and recipients who began participation in an E&T component. An E&T participant begins to participate in an E&T component when the participant commences the first activity in the E&T component. Count each individual every time they begin to participate in an E&T component for every certification cycle. For example, if an individual is required

to participate in E&T in November and starts a component that month, but later loses eligibility and applies for SNAP in June when they are again required to participate in E&T and participates in a component in June, that individual would be counted twice – once in November and again in June. Additionally, if an individual is required to participate in E&T at certification in October when they start a component, and is again required to participate at recertification in April when they attend a component, that individual would be counted twice – once for October and again in April.

ITEM 12 – Record the number of mandatory E&T participants who were determined ineligible **for SNAP due to noncompliance with mandatory** E&T requirements. Count each individual every time they are found ineligible for failure to comply with E&T requirements. For example, an individual may be required to participate in E&T when they are certified for benefits in November. That individual may lose eligibility for failure to comply in February, but re-apply in June when they are again required to participate in E&T, and again are found ineligible for failure to comply. That individual would be counted twice – once for November and once for June.