



**Combined Strategic Workforce
Development Plan**

**SNAP, Employment and Training
Program Requirements**

2024-2027

Employment and Training Programs Under the Supplemental Nutrition Assistance Program (Programs Authorized Under Section 6(d)(4) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4)))

a. General Requirements [27]

The State agency must prepare and submit an Employment and Training (E&T) Plan to its appropriate Food and Nutrition Service (FNS) Regional Office. The E&T Plan must be available for public inspection at the State agency headquarters. A State agency may include its plan for the SNAP E&T program in a Combined Plan under WIOA but will require FNS approval prior to implementation and must continue to make a copy of the plan available for public inspection. If a State includes SNAP E&T in a Combined Plan under WIOA, the State agency will detail the following for each year covered by the Combined Plan:

[27] 7 CFR § 273.7(c)(6)

1. The nature of the E&T components the State agency plans to offer and the reasons for such components, including cost information. The methodology for State agency reimbursement for education components must be specifically addressed. If a State agency plans to offer supervised job search in accordance with paragraph (e)(2)(i) of this section, the State agency must also include in the E&T plan a summary of the State guidelines implementing supervised job search. This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants;

The following are the SNAP E&T Component details as specified on the Approved Guam Employment Training Program (GETP) State Plan for FY 2024 (October 1, 2023 to September 30, 2024). The detailed information is located on page 53 thru 75 of the GETP State Plan.

Non-Education, Non Work Components:

1. Supervised Job Search
2. Job Search Training (JST)
3. Job Retention Services (JRS)

Education Components:

1. Basic/Foundational Skills Instruction (Includes High School Equivalency)
2. Career/Technical Education Programs or other Vocational Training (CTEP/VOCED)
3. Work Readiness Training (WRT)

Work Components:

1. Community Work Experience Program (CWEP)
2. Subsidized Work Experience Training (included but not limited to: Guam Department of Labor (WIOA Funded))
3. Senior Community Service Employment Program (SCSEP)
4. Internships

5. Pre-Apprenticeship/Apprenticeship

6. On-the-Job Training (OJT)

2. A description of the case management services and models, how participants will be referred to case management, how the participant's case will be managed, who will provide case management services, and how the service providers will coordinate with E&T providers, the State agency, and other community resources, as appropriate. The State plan should also discuss how the State agency will ensure E&T participants are provided with targeted case management services through an efficient administrative process;

The Department of Public Health and Social Services (DPHSS) has an existing Memorandum of Understanding (MOU) that will expire on June 30, 2024. A new MOU is being formalized to cover the period July 1, 2024 through June 30, 2027. The MOU outlines an agreement between DPHSS and the Guam Department of Labor (GDOL), American Job Center (AJC) to provide case management services to the Supplemental Nutrition Assistance Program (SNAP) clients who are not exempted from the SNAP work registration requirements.

The DPHSS, Bureau of Economic Security, Work Programs Section (WPS), Guam Employment and Training Program (GETP) will pre-determine eligibility for employment and training programs. If eligible for GETP, clients are referred to the AJC and will be assigned to a GDOL Case Manager. A client can also be co-enrolled if they are a participant in WIOA or another employment and training program, as provided in the Individual Employment Plan (IEP).

The GDOL, AJC will be responsible for providing mandatory case management services, which include employability assessments, creating IEP, monitoring and follow-up of participation in SNAP Employment and Training (E&T), making appropriate referrals to AJC partner programs, community-based organizations, and other community resources. Case Managers will also conduct site visits to meet with worksite/training site participant's supervisor to follow up on progress and address any concerns that need to be resolved as well as peer-to-peer consultations. Case Managers shall schedule orientation, testing and assessment sessions for all individuals referred by DPHSS.

In addition, the GDOL staff will provide case management services in addressing potential challenges to the participant's ability to become gainfully employed. They address such challenges by maintaining contact with the participant and engaging in discussions to identify possible solutions/options to help overcome these challenges. The Case Manager will also initiate referrals to appropriate agencies and/or non-profit organizations to assist the participant to overcome these challenges, such as the Guam Behavioral Health and Wellness Center, Guam Housing and Urban Renewal Authority, etc. Community service providers such as these will provide the participant additional mandatory case management services within the scope of their services and involvement, which may include but is not limited to, Individual and Family Counseling, career counseling and planning, follow-up and monitoring of counseling and/or service plans, conduct performance/progress evaluation reviews, and ensure proper case file maintenance.

If warranted, a community work experience contract will be developed and coordinated by the Case Manager between the participant and the employer, business, organization, community-based organizations, etc. to effectuate participation. The contract outlines the participant's responsibilities, WPS/GDOL responsibilities, and the placement agency or employer's responsibilities. The E&T contract must be aligned with the IEP/Career Strategy Plan (CSP) with the goal being employment or earning a credential. The IEP is designed for 18 months in order to properly transition a participant from an unpaid work experience program to On-the-Job

training towards unsubsidized employment. See "The Roadmap to Success" Individual Employment Plan (18 months).

The community work experience contract will be for a period of 6 months (level 1). On the 6th month, the Case Manager will review participant's progress and will make that determination if the participant is to be transitioned to level 2. This is a joint decision between the Case Manager and SNAP E&T Program Coordinator. This is to ensure that the participant has demonstrated the necessary skills towards paid employment. However, on a case-to-case basis, the Case Manager & E&T Program Coordinator, will determine, based on the participants IEP/CSP, if the E&T contract needs to be extended/renewed beyond 12 months especially when it involves aligning a credential with an employment opportunity or the participant needs additional work experience/training, or soft skills training.

Should the participant reveal that employment is not the goal, the participant will be determined ineligible for E&T because their purpose does not align with the mission of SNAP E&T. However, if employment is the goal, the Case Manager will review together with the participant the career goal identified but looking at the Labor Market Data which will show current jobs in demand and the progression of the chosen career. If a career goal is not identified, then the participant will complete the Self-Assessment Profile offered in VOSS or any on-line interest profile to help determine strengths in possible career opportunities. These will be incorporated into their IEP/CSP along with milestones to include anticipated completion dates. The participant must demonstrate progression towards their employment goal which can indicate earning a credential intended to "boost" a participant's employment opportunities.

The Case Manager will review the participant's progress through a series of periodic check-ins either face to face/telephone contact, office visit, email, or using on-line systems such as VOSS. The purpose of the periodic check-ins is to ensure that the participant is or has applied for jobs aligned with their IEP/CSP. The participant must demonstrate effort in seeking employment. Should the participant deter away from their IEP/CSP, the Case Manager will then decide whether to terminate the participant's participation in the SNAP E&T Program, re-evaluate or make changes to the milestones (estimated date of completion) in their IEP/CSP.

SNAP E&T recognizes that every participant is unique and may require to be reviewed on a case-to-case basis. Therefore, there will be flexibility when developing the participants IEP.

DPHSS and GDOL staff is responsible for monitoring and tracking the participant's attendance and performance during placement. Monitoring activities include reviewing documents submitted by the participant, telephone contacts, office visit, or visitation to the placement site. The participant is required to submit a monthly "Attendance Calendar" or other documentation prepared by the placement agency. Participants will be reassessed at the end of the contract period or as specified by the component for continued participation in the component either with the same employer, a change in employer, or placement in another component. As mentioned earlier, the continued participation must be warranted (including a justification as to the reason) and specified in the IEP/CSP.

DPHSS focuses on the social services aspect and support services for each eligible SNAP E&T participant. DPHSS will provide funding (which will be cost allocated by GDOL) for Employment Development Workers, Wagner-Peyser staff, and the Business Services Unit wages and benefits whose primary focus is to assist, place/train and monitor all SNAP participants referred by DPHSS, coordinate and work with employers.

3. An operating budget for the Federal fiscal year with an estimate of the cost of operation for each Federal fiscal year covered by the Combined Plan. Any State agency that requests 50

percent Federal reimbursement for State agency E&T administrative costs, other than for participant reimbursements, must include in its plan, or amendments to its plan, an itemized list of all activities and costs for which those Federal funds will be claimed, including the costs for case management and casework to facilitate the transition from economic dependency to self-sufficiency through work. Costs in excess of the Federal grant will be allowed only with the prior approval of FNS and must be adequately documented to assure that they are necessary, reasonable and properly allocated. A State must submit a plan amendment to request budget adjustments at least 30 days prior to planned implementation;

FY2024 Operating Budget

Expense Category	Non-Federal Share	Federal Share	Total
I. Direct Program and Admin Costs			
Salary/Wages (State agency only)	\$0	\$43,435	\$43,435
Fringe Benefits	\$0	\$18,615	\$18,615
Non-capital equipment	\$0	\$0	\$0
Materials	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Building Space	\$4,068	\$4,068	\$8,136
Equipment and other capital expenditures	\$5,850	\$5,850	\$11,700
<i>Subtotal</i>	\$9,918	\$71,968	\$81,886
Contractual Costs	\$22,759	\$74,759	\$97,518
Total Direct Program and Admin Costs	\$32,677	\$147,727	\$179,404
II. Indirect Costs	\$0	\$0	\$0
III. In-kind contribution	\$0	\$0	\$0
Total Administrative Costs	\$32,677	\$146,727	\$179,404
IV. Participant Reimbursements			
Dependent Care	\$2,400	\$2,400	\$4,800
Transportation & Other Costs	\$46,000	\$46,000	\$92,000
State Agency Cost for Dependent Care	\$0	\$0	\$0
Total Participant Reimbursements	\$48,400	\$48,400	\$96,800

Expense Category	Non-Federal Share	Federal Share	Total
V. Total Costs	\$81,077	\$195,127	\$276,204

4. The categories and types of individuals the State agency intends to exempt from E&T participation, the estimated percentage of work registrants the State agency plans to exempt, and the frequency with which the State agency plans to reevaluate the validity of its exemptions;

GETP is an all-volunteer program. Therefore, all work registrants are exempted from E&T.

5. The characteristics of the population the State agency intends to place in E&T;

The characteristics of the population Guam intends to place in E&T are Able-Bodied Adults Without Dependents (ABAWDs), homeless, veterans, students, single parents, returning citizens (ex: ex-offenders), underemployed, and those that reside in rural areas.

Individuals who are emotionally, physically and mentally ready, willing and able to work; have an active/current SNAP case and are above the age of 16 may be eligible for services through E&T.

6. The estimated number of volunteers the State agency expects to place in E&T;

60

7. The geographic areas covered and not covered by the E&T Plan and why, and the type and location of services to be offered;

The SNAP Guam E&T services are offered island wide.

8. The method the State agency uses to count all work registrants as of the first day of the new fiscal year;

PHPro is a database system currently used and is able to create reports that can identify and separate duplicate registrations occurring during the fiscal year. In addition to the reports, the GETP Program Coordinator assures work registrants are not counted more than once in any fiscal year. A work registration list is generated by DPHSS's PHPro System vendor on a quarterly basis. The estimated number of work registrants is based on an unduplicated count of individuals from the list.

The listing which is converted to an excel file, is compared to the previous quarter work registrant listings to ensure that a work registrant is counted once during the fiscal year.

9. The method the State agency uses to report work registrant information on the quarterly Form FNS-583;

The SNAP E&T Program utilizes a database system, PHPro, which automatically generates a work registrant report that can identify and separate duplicate registrants quarterly and annually. Program staff will then convert the data to an excel file to validate and compare the work registrants to the previous quarters. This is additional step to ensure the work registrant is counted once in any of the quarters within the fiscal year.

10. The method the State agency uses to prevent work registrants from being counted twice within a Federal fiscal year. If the State agency universally work registers all SNAP applicants, this method must specify how the State agency excludes those exempt from work registration under 7 C.F.R. §273.7(b)(1). If the State agency work registers nonexempt participants whenever a new application is submitted, this method must also specify how the State agency excludes those participants who may have already been registered within the past 12 months as specified under 7 C.F.R. §273.7(a)(1)(i);

PHPro is a database system currently used and is able to create reports that can identify and separate duplicate registrations occurring during the fiscal year. In addition to the reports, the GETP program staff assures work registrants are not counted more than once in any fiscal year. A work registration list is generated by DPHSS's PHPro System vendor on a quarterly basis. The estimated number of work registrants is based on an unduplicated count of individuals from the list. The listing which is converted to an excel file, is compared to the previous quarter work registrant listings to ensure that a work registrant is counted once during the fiscal year.

11. 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. FNS is specifically concerned that the lines of communication be efficient and that noncompliance by the participant be reported to the certification unit within 10 working days after the noncompliance occurs;

The Eligibility Specialists (ES) under the BES Certification Unit will use the SNAP Work Registration Process Flow Chart (attached) to assist in determining applicants' work registration and exemption status.

Once eligibility has been determined, the ES will provide information about SNAP E&T (which includes their right to receive participant reimbursements) either during the interview or by mailing out the GETP brochure. The ES will inform the client to contact the Work Programs Section, E&T Program by phone, email, or in-person office visit. The PCIV will refer the client to the AJC case managers to schedule an initial assessment. After the initial assessment, an employment development plan will be initiated, and all matters related to SNAP E&T will be discussed in greater detail. If a participant is non-compliant, the AJC case manager will inform the GETP Program Coordinator, who will relay the information to the certification unit.

12. The relationship between the State agency and other organizations it plans to coordinate with for the provision of services, including organizations in the Statewide workforce development system, if available. Copies of contracts must be available for inspection; The State agency must document how it consulted with the State workforce development board. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, it must document this consultation and explain the determination that doing so was more effective or efficient. The State agency must include in its E&T State plan a description of any outcomes from the consultation with the State workforce development board or private employers or employer organizations. The State agency must also address in the E&T State plan the extent to which E&T activities will be carried out in coordination with the activities under title I of WIOA;

As mentioned in the previous section, there is an existing MOU between DPHSS and GDOL, AJC which delineates the roles and responsibilities, support services provided, and performance measures of employment outcomes of E&T participants. GDOL has been providing case management services for the SNAP recipients since 2018.

All participants enrolled and participating in GETP are required to register on Guam Department of Labor's Virtual One Stop System called Hire Guam. Customers (both job seekers and employers) can work register and avail of AJC Services by registering on www.hireguam.com without having to physically visit the center to receive services.

SNAP E&T also integrates and collaborates with the Temporary Assistance for Needy Families (TANF) Program which has an Employment and Training (E&T) component under the JOBS Program. TANF recipients who are SNAP recipients, who participate in the JOBS Program, are exempted from the requirement to work register under GETP. General Assistance recipients who are also SNAP recipients are required to work register but can opt to volunteer to participate under GETP. TANF families who have exceeded their 60-month time limit, or cash assistance was terminated/expired; can transition to the SNAP E&T as long as the individual is a SNAP recipient.

Should a particular component not be available locally through the system, the SNAP E&T will coordinate all efforts with GDOL, AJC in identifying existing training programs being provided by their established Eligible Training Provider Listing (ETPL) to providing training and education leading to employment opportunities.

DPHSS E&T Program collaborates with the GDOL in which a SNAP participant may be co-enrolled and receiving services from both SNAP E&T Program and GDOL, AJC.

Moreover, the GETP Program Coordinator and JOBS/TANF Program Coordinator were appointed as the official designees to represent DPHSS as a program partner with the WIOA programs. They have participated in several Planning and Coordinating Standing Committee meetings of the Guam Workforce Development Board and are involved in the preparation of the new 2024 Combined State Plan and other related matters.

13. The availability, if appropriate, of E&T programs for Indians living on reservations after the State agency has consulted in good faith with appropriate tribal organizations;

This is not applicable to Guam.

14. If a conciliation process is planned, the procedures that will be used when an individual fails to comply with an E&T program requirement. Include the length of the conciliation period; and

At any time a participant disagrees with an action which results in loss of SNAP benefits due to non-compliance with SNAP E&T work requirements, they have a right to request for a Fair Hearing. The participant will complete the Fair Hearing form and submit to the Fair Hearing Coordinator (FHC). The participant can decide to restore benefits or wait for the results of the fair hearing. Should the participant decide to have benefits restored during this conciliation process, there is a clear understanding that if not ruled in participant's favor, repayment will be initiated. The FHC will then schedule an agency conference with the participant, Case Manager and GETP Program Coordinator.

On March 18, 2020, the enacted Families First Coronavirus Response Act (FFCRA) was signed by President Trump which temporarily suspended the time limit for Able-Bodied Adults Without Dependents (ABAWDs). This suspension went into effect April 1, 2020 and will last through the end of the month subsequent to the month in which the public health emergency declaration is lifted. As a result, disqualifications are not being applied to ABAWDs for not meeting the work requirement.

Disqualification Policy will not be applicable to Guam's SNAP E&T Program because it operates as an All-Volunteer program. SNAP E&T monitors an ABAWD's activity while engaged in E&T activities to ensure they are meeting their work requirements especially when they have chosen to participate in E&T as the option to meeting the ABAWD work requirement.

Should an ABAWD fail to meet the work requirements; good cause must be assessed or determined before benefits are terminated. If good cause is not determined, then the participant only will be determined ineligible for SNAP benefits until such time the requirements are met, or they reapply for benefits. SNAP E&T will inform the assigned ES that the ABAWD participant is not meeting the work requirement and the reason it is not being fulfilled. The ES will determine if the reason presented is good cause.

A non-exempt individual who refuses or fails to comply without good cause, with SNAP work requirements will be disqualified and subject to the following disqualification periods:

First occurrence: 3 months; Second Occurrence: 6 months; Third or subsequent occurrence: Permanently

15. The payment rates for child care established in accordance with the Child Care and Development Block Grant provisions of 45 CFR 98.43, and based on local market rate surveys.

Reimbursement assistance for approved dependent care expenses is \$200 for children below 13 years old, with 50 percent federal cost sharing of component participation. Childcare expenses above the GETP authorized amount will be supplemented through the 100% federally funded Childcare and Development Fund (CCDF) only if the participant meets CCDF Eligibility criteria, funding is available and if CCDF is accepting new and/or reopen applications. In addition, if CCDF is not supplementing any childcare cost that exceeds GETP maximum amount per child, and if a participant utilizes his/her parental choice by selecting a relative or non-relative to provide care for his/her children, then that provider will be subject to obtaining the various clearances (sanitary permit, health certificate) as required under CCDF. However, if the participant is using childcare that is either partially funded or funded in its entirety by CCDF, then that relative or non-relative providing childcare will be required to obtain such clearances as required under CCDF.

16. The combined (Federal/State) State agency reimbursement rate for transportation costs and other expenses reasonably necessary and directly related to participation incurred by E&T participants. If the State agency proposes to provide different reimbursement amounts to account for varying levels of expenses, for instance for greater or lesser costs of transportation in different areas of the State, it must include them here.

Guam E&T offers support services such as reimbursements for transportation, work-related, and childcare services.

Transportation Reimbursements

GETP participants will receive \$5.00 a day for each day worked but at a maximum of \$100.00 a month for transportation allowance for each month in which they participate in a GETP component. Receipts for transportation expenses will not be required from the participants. However, participation attendance calendar or other types of documentation that verifies participation (i.e. letter from placement site, DOL certification, etc.) must be attached to the request. Payment will be processed on a monthly basis, except that reimbursements will not be provided to participants who are in an allowable GDOL component who receives gas coupons, or other supportive services from GDOL's Workforce Development Unit. GETP Transportation

reimbursements are approved by the assigned worker, automated through PHPro, and interfaced with the Department of Administration for payment.

Ancillary/Work Related Reimbursements

Each participant can request up to a maximum of \$400 of work-related expenses in a 12-month period beginning October 1 through September 30 of each fiscal year. An approved list will be provided to the participants that will indicate the allowable and unallowable expenses. Original receipts must be provided by the participant for reimbursement.

Childcare Reimbursements

GETP participants with children may be eligible to receive childcare services if needed to participate in the program. The maximum amount allotted monthly is \$200 per child below the age of 13.

17. Information about expenses the State agency proposes to reimburse. FNS must be afforded the opportunity to review and comment on the proposed reimbursements before they are implemented.

List of Allowable and Unallowable participants reimbursements up to \$400 in a fiscal year (October 1, 2023 through September 30, 2024) Allowable Expenses:	Unallowable Expenses:
Automobile repairs or maintenance service (includes shipping cost)	Automobile Insurance, Car Registration, or Automobile Purchase
Background checks, Fingerprinting (if required by the employer, worksite, or placement/training site), Police/Court/Traffic Clearances, Health Certificates. Employment Physicals or Vaccinations (required by Worksite/ placement <u>AND</u> not covered by medical insurance).	Living Stipends or Student Loans, Traffic clearance fines or tickets.
Books only if required by the approved E&T Educational/training session.	Drug/Alcohol Counseling or Therapy, or Mental Health Treatment
Clothing/Shoes (necessary work attire) needed for work/training/placement in which a participant can showcase professionalism while performing the job assigned. (This includes shipping cost for clothing/shoes purchased online or via internet).	Relocation Expenses
Course registration fees and student activity fees (fees are not to be higher that what would have been charged for the general public).	
Driving school classes/courses.	

List of Allowable and Unallowable participants reimbursements up to \$400 in a fiscal year (October 1, 2023 through September 30, 2024)	Unallowable Expenses:
Allowable Expenses:	
Tuition/fees as it relates to their approved E&T Component.	
Drug Testing if required by the Employer/worksite/placement/ training site; Coronavirus testing.	
Equipment or Tools as it relates to their E&T Component and approved by E&T Program. (Example: yard maintenance tools or equipment, hard hat, tool belt, etc.). Personal Protective Equipment (PPE) such as masks, face shields, and gloves. This will include hand sanitizers/wipes, disinfectant sprays and/or alcohol as additional preventive safety measures to reduce/elimination the spread of the coronavirus.	
Driver's License and or Guam I.D. card (New/Renewal/Replacement)	
Vision needs such as prescribed eye glasses and/or Eye Exam provided it is not a covered benefit under their medical insurance.	

18. For each component that is expected to include 100 or more participants, reporting measures that the State will collect and include in the annual report in paragraph (c)(17) of this section. Such measures may include:

A. The percentage and number of program participants who received E&T services and are in unsubsidized employment subsequent to the receipt of those services;

In FY2023, the Guam Employment Training Program recorded 4 out of 36 that were in unsubsidized employment.

B. The percentage and number of participants who obtain a recognized credential, a registered apprenticeship, or a regular secondary school diploma (or its recognized equivalent), while participating in, or within 1 year after receiving E&T services;

The FY2023 Guam Employment Training Program (GETP) Annual Report reported that at least 2 out of 36 participants received or earned a credential.

C. The percentage and number of participants who are in an education or training program that is intended to lead to a recognized credential, a registered apprenticeship an on-the-job training program, a regular secondary school diploma (or its recognized equivalent), or unsubsidized employment;

In FY2023 Guam Employment Training Program (GETP) accounted for 3 out of 36 participants who participated in an education or training program with the intent of earning a credential.

D. Measures developed to assess the skills acquisition of E&T program participants that reflect the goals of the specific components including the percentage and number of participants who are meeting program requirements or are gaining skills likely to lead to employment; and

The data sources used for the state-specific measures are the Quarterly Wage Records, DPHSS PHPro, GDOL's Virtual One-Stop System and manual follow-up with SNAP E&T participants. The manual follow-up is conducted by GDOL Case Managers who will review the participants' progress through a series of period check-ins either face to face/telephone contact, office visit, email, visitation to the placement site, or using on-line systems such as VOSS.

The table below indicates the outcome measure that will be used for each component.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Supervised Job Search	Number of participants that found employment in the 2 nd quarter after completion of participation in E&T	<p>Numerator will include participants that found employment in 2nd quarter after completion in E&T.</p> <p>Denominator will include the number of participants that found employment during the fiscal year (10/01/2023 to 09/30/2024)</p>
Job Search Training	Number of participants who entered employment in the 2 nd quarter after completion of participation in E&T	<p>Number of participants who entered employment during the period of 10/01/2023 to 09/30/2024.</p> <p>Denominator will include the number of people who participated in JST during the period of 10/01/2023 to 09/30/2024.</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Non-Education, Non-Work: Job Retention Services	Number of participants who entered employment in the 2 nd quarter after completion	<p>Number of participants retained employment of at least 3 months from the end date of the JRS.</p> <p>Denominator are the number of participants employed. 10/01/2023-09/30/2024</p>
Non-Education, Non-Work: Work Experience Training (WE)	Participants who either earned a credential or found employment.	<p>Numerator is for participants who found employment during 10/01/2023 to 09/30/2024.</p> <p>Denominator is the total number of participants in the work experience component during 10/01/2023 to 09/30/2024.</p>
Education: Basic/Foundational Skills Instructions (includes HS Equivalency Program) (EPB)	Number of participants who earned their AED/GED with the fiscal year	<p>Numerator are the number and % who earned their Adult Education Diploma and/or GED. 10/01/2023 to 09/30/2024.</p> <p>Denominator is the number of participants without a HS diploma and who completed an assessment. 10/01/2023 to 09/30/2024.</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Education: Career/Technical Education Program or other Vocational Training (EPC)	Number of participants who earned a certificate, Associates degree or other credentials by the end of the fiscal year.	<p>Numerator is the number of participants who earned a credential and/or degree. 10/1/2023 to 09/30/2024.</p> <p>Denominator is the total number of participants who completed an initial assessment.</p>
Education: Work Readiness Training (EPWRT)	Number of participants advanced to the next level of their IEP within a fiscal year.	<p>Numerator is the Number of # and % of participants completed and advanced to next level of IEP during 10/01/2023 to 09/30/2024.</p> <p>Number of # and % participants in the WRT component during the period of 10/01/2023 to 09/30/2024.</p>
Subsidized Work Experience (These are work experience trainings/components funded by other federal grants such as WIOA, etc.)	Participants who either earned a credential or found employment).	<p>Numerator is for participants who found employment during 10/01/2023 to 09/30/2024.</p> <p>Denominator is the total number of participants in the work experience</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		component during 10/01/2023 to 09/30/2024.

E. Other indicators approved by FNS in the E&T State plan.

The following are the reporting measures in the SNAP E&T State Plan:

Non-Education, No Work Component:

Supervised Job Search (Number of participants that found employment within 6 months from the last JS activity that included a job interview.

Job Search Training (JST)(Number of participants who completed and entered employment after 6 months of completing this activity.

Job Retention Services (JRS) (Number of participants who completed and entered employment. Then retained employment for at least 3 months from the end of the JRS.

Education Components:

Basic/Foundational Skills Instruction (Include High School Equivalency) - Number and percentage who completed and earned their AE Diploma/GED.

Career/Technical Education Programs or other Vocational Training (CTEP/VOCED) - Number and percentage completed while earning a certificate, associate degree, or other credentials.

Work Readiness Training (WRT) - Number and percentage of participants completed and advanced to next level of IEP.

Work Components:

Work Experience: (a) Community Work Experience Program (CWEP); (b) Subsidized Work Experience Training with Guam Department of Labor (WIOA Funded); (c) Senior Community Service Employment Program (SCSEP); (d) Internships; (e) Pre-Apprenticeship/Apprenticeship; (f) On-the-Job Training (OJT); (g) Other work Experience-training not specifically listed in this category - Number of participants who either earned a credential in one or more of the listed programs or found employment.

b. Able-bodied Adults without Dependents (ABAWD) [28]

A State agency interested in receiving additional funding for serving able-bodied adults without dependents (ABAWDs) subject to the 3- month time limit, in accordance with 7 C.F.R. §273.7(d)(3), must include the following for each Federal fiscal year covered by the Combined Plan under WIOA:

[28] 7 CFR § 273.7(c)(7)

1. Its pledge to offer a qualifying activity to all at-risk ABAWD applicants and recipients;

At this time Guam opts not to participate as a "pledge" State.

2. Estimated costs of fulfilling its pledge;

No applicable.

3. A description of management controls in place to meet pledge requirements;

At this time Guam opts not to participate as a "Pledge" State, therefore this section does not apply.

4. A discussion of its capacity and ability to serve at-risk ABAWDs;

This section is covered under Section D: Pledge to Serve All At-Risk ABAWDs. However, Guam opts not to participate as a "Pledge" State as indicated in the previous section.

5. Information about the size and special needs of its ABAWD population; and

We anticipate the number of ABAWDs in the State during the fiscal year is 2,000 with an estimated 800 ABAWD's meeting exemptions from the 3 month time limit. Our ABAWD population face homelessness and some are determined unfit for employment or vocational training. We currently have relationships with Government of Guam Agencies, Community Based Organizations, and some private sector businesses who assist with program as employment training providers. One of the main need or focus that needs to be addressed is Guam's public transportation system.

6. Information about the education, training, and workfare components it will offer to meet the ABAWD work requirement

Guam's SNAP E&T Program offers the following education, training and workfare components for all participants enrolled in GETP:

Education components:

a. Basic/Foundational Skills Instruction (Includes High School Equivalency)

(BFSI): Programs that offer academic instruction and education services below the post-secondary level. These services are provided to a participant attempting to achieve a high school diploma. Participants have the option of earning an equivalency diploma through a series of test or taking traditional classes for high school credit. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED, HiSET, or other). This educational component must be specified in the participants IEP/CSP. The participant activities under the Guam Department of Labor/American Job Center will fall within this component.

GETP does not have a contract with the local community college or community-based organization to fund the cost for adult education. Therefore, GETP does not use funds to cover the costs of Adult Education. However, if a participant pays out of pocket for Adult Education expenses for tuition, books, fees, etc.; the participant can utilize their work-related expense allotment of \$400 to get reimbursed or they can seek assistance with the American Jobs Center to help subsidize the cost.

b. Career/Technical Education Programs or other Vocational Training

(CTEP/VOCED): Any organized vocational educational programs (pre/post-secondary) directly related to the preparation of individuals for employment in current or emerging occupations requiring training which includes a degree (i.e. Associates), instructional certificate programs,

industry skills certifications, and other course work. The Career/Technical Education and Vocational Training Programs must be specified in the participants IEP/CSP and aligned with the employment goal. The participant activities under the Guam Department of Labor/American Job Center will fall within this component which includes distance learning (i.e. E-learning program or course, etc.).

GETP does not have a contract with the local community college or community-based organization to fund the cost for Vocational Training. Therefore, GETP does not use funds to cover the costs. However, if a participant pays out of pocket for Vocational Training expenses for tuition, books, fees, etc.; the participant can utilize their work-related expense allotment of \$400 to get reimbursed or they can seek assistance from Department of Labor/American Jobs center through the use of WIOA funds if eligible.

c. Work Readiness Training (WRT): These are intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. This includes **“soft skills”**, where are defined as personal characteristics and behavioral skills that enhance and individual’s interaction, job performance, and career prospects such as adaptability, integrity, cooperation and workplace discipline. 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.

Other American Jobs Center activities listed in Appendix F include but not limited to: Referrals to Educational Services and/or to a service provider funded under WIOA, mentorship, short-term pre-vocational services, and Financial literacy education. We will explore virtual trainings for participants focused on a specific topic.

Work/Training Components:

I. Work Experience:

a. Community Work Experience Program (CWEP) is the primary placement for all participants. This program provides unpaid work experience and new job skills through unpaid work either in a public (government) service or in a community-based private sector organization. A participant engaged in the CWEP must have an E&T contract developed by the Case Manager and participant.

b. Subsidized Work Experience Training with Guam Department of Labor (WIOA Funded) and/or Senior Community Service Employment Program (SCSEP): These are work/training activities the participant is engaged in prior to or after their entry into SNAP E&T. These are adults who are working in a subsidized employment training program (WIOA Funded and non-WIOA funded) such as the Senior Community Service Employment Program (SCSEP). Most of the programs will be an allowable component for a period of one year from date of enrollment with SNAP GETP, provided that they meet the progressive milestones indicated in their IEP/CSP.

d. Internships are a short-term period of work experience offered by an organization for a wide range of placements with businesses, non-profit organizations and government entities. These are students looking to gain relevant skills and experience in a particular field. Internships can either be paid or unpaid.

e. Pre-Apprenticeship/Apprenticeship is administered by DOL and operated by both the private and public sectors. They are engaged in planned supervised system of work experience with participating employers, community-based organizations, and institutions of higher education. This includes but not limited to: University of Guam (UOG), Guam Community College

(GCC), Guam Trades Academy (GTA), and Guam Hotel and Restaurant Association (GHRA). We recognize that Pre- Apprenticeship/Apprenticeship programs continue beyond one year. The SNAP E&T case manager will determine if the participant continues with E&T after their 12 months on the program.

f. On-the-job Training (OJT) is Administered through the American Jobs Center (AJC) and the Guam Housing Urban Renewal Authority (GHURA) designed for participants to be employed and productive while being trained by another within the company.

g. Other work experience training program not specifically listed in this category.

II. Self-Employment Training: A component that improves the employability of participants by providing training in setting up and operating a small business or other self-employment venture. This would include attending various workshops offered by the Small Business Development Association (SBDA) and Guam Department of Labor – American Job Center Labor Clinic. Some examples of the GDOL Labor Clinics include “Small Business Opportunities”, “How To's on Developing a Small Business”, etc.

Non-Education, Non-Work Components:

Supervised Job Search (as required by the Agriculture Improvement Act of 2018): The AJC’s customers and businesses/employers utilize the Virtual One Stop System (VOSS), Hire Guam. Customers are able to search for available employment opportunities, update and submit resumes to various employers without having to leave their home or training site. This allows customers/participants access to services virtually, especially if transportation is a challenge. The Hire Guam website records any activity the participant/customer completes. A meeting between GDOL and GETP determined that the approved locations for Job Search Activities include the following: The American Job Center (either face to face contact, via phone, email communication, and utilizing the Hire Guam website). The Hire Guam allows for a setting of a “virtual” location.

The team defined ‘supervised’ as any job search activity that is staff assisted (via phone, use of social media platform, real-time communication and email) only because this is direct contact with staff. All Job Search Activities (supervised or not) are validated by the AJC CM. Supervised job search also includes meeting either face to face, telephone contact, or virtually especially during this coronavirus pandemic.

Job Search Training (JST) are activities that are intended to enhance the job search skills of participants by providing instruction in job seeking techniques, self-confidence and motivation. It is also to prepare an individual to obtain employment or enroll in SNAPE&T Training. This component includes but not limited to: Employability Assessment, Interest and Aptitude testing, developing an Individual Employment Plan (IEP), counseling activities (career counseling, individual/group, career guidance/planning, referrals to apprenticeship programs, jobs corps and other federal training (non-WIA/WIOA Training), job and or work training placement services, or other direct training or support activities, resume writing workshops/job application workshop, and learning how to use online job search tools, Orientations, computer classes, interviewing skills, etc. The participant activities under the Guam Department of Labor/American Job Center will fall within this component. The participant must demonstrate effort while aligning with their Individual Employment Plan/Career Strategy Plan (CSP).

The team defined ‘supervised’ as any job search activity that is staff assisted (via phone, use of

social media platform, and virtual platforms such as zoom, real-time communication and email) only because this is direct contact with staff.

All Job Search Activities (supervised or not) are validated by the AJC CM.

Job Retention Services (JRS) Job Retention Services is a component meant to provide support services for a minimum of 30 calendar days up to a maximum of 90 calendar days for those who have secured employment of 30 hours per week (which means the participant is exempted from the general work requirements and ABAWD requirements). These participants must be a GETP participant in order to qualify for this service.