



FY25 GU 5 Employment & Training
 PART 1 OF 2
 8/16/2024
 Alyssa Uncangco

GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
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AUG 16 2024

Mr. Charles Tobin
 Regional Program Director
 USDA, Food and Nutrition Service
 Western Region Office
 90-7th Street, Suite 10-100
 San Francisco, CA 94103

Dear Mr. Tobin,

Submitted herewith is the FY2025 Guam Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program State Plan as required by the 7 CFR 272.2.

Should you have any questions or need additional information, please contact Ms. Alyssa Uncangco at (671) 300-4574 or email at alyssa.uncangco@dphss.guam.gov. You may also contact Ms. Christine San Nicolas at (671) 300-8881 or at christine.sannicolas@dphss.guam.gov.

Sincerely,

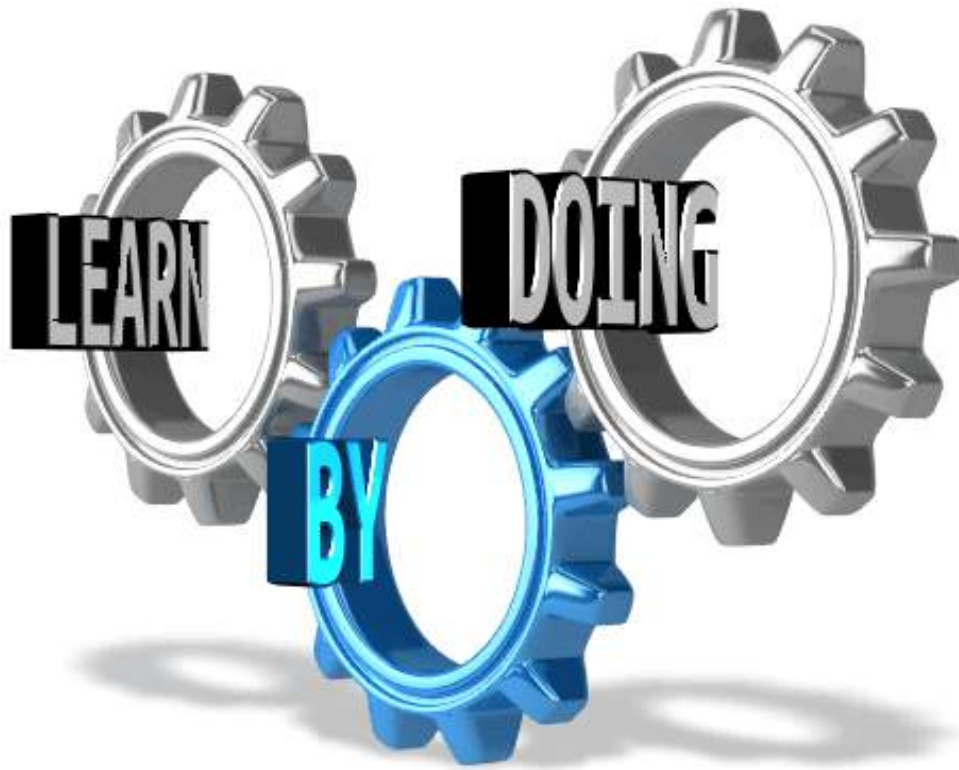
THERESA C. ARRIOLA, MBA
 ACTING DIRECTOR

Attachment

cc: Director's Chrono
 Division of Public Welfare, State Office
 BES Admin File

Handwritten initials/signature in blue ink

FY 2025
GUAM SNAP EMPLOYMENT AND
TRAINING PROGRAM



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIVISION OF PUBLIC WELFARE
BUREAU OF ECONOMIC SECURITY
WORK PROGRAMS SECTION

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A. Cover Page and Authorized Signatures

State: Guam

State Agency Name: Department of Public Health and Social Services

Federal FY: FY2025

Date Submitted to FNS (revise to reflect subsequent amendments): August 15, 2024

List State agency personnel who should be contacted with questions about the E&T State plan.

Name	Title	Phone	Email
Rachelle Paulino	Acting Chief Human Services Administrator	(671)300-7342	rachelle.paulino@dphss.guam.gov
Christine A.P. San Nicolas	Human Services Program Administrator, Bureau of Economic Security	(671)300-8881	christine.sannicolas@dphss.guam.gov
Alyssa A. Uncangco	Program Coordinator IV	(671)300-4574	alyssa.uncangco@dphss.guam.gov

Certified By:

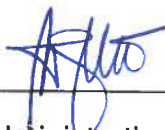


Theresa C. Arriola, MBA, Acting Director

08/16/2024

Date

Certified By:



Margaret Agulto, Administrative Services Officer

8/15/24

Date

A. Cover Page and Authorized Signatures

State: Guam

State Agency Name: Department of Public Health and Social Services

Federal FY: FY2025

Date Submitted to FNS (revise to reflect subsequent amendments): September 18, 2024

List State agency personnel who should be contacted with questions about the E&T State plan.

Name	Title	Phone	Email
Rachelle Paulino	Acting Chief Human Services Administrator	(671)300-7342	rachelle.paulino@dphss.guam.gov
Christine A.P. San Nicolas	Human Services Program Administrator, Bureau of Economic Security	(671)300-8881	christine.sannicolas@dphss.guam.gov
Alyssa A. Uncangco	Program Coordinator IV	(671)300-4574	alyssa.uncangco@dphss.guam.gov

Certified By:

Theresa C. Arriola, MBA, Director

Date

Certified By:

Margaret Agulto, Administrative Services Officer

Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. 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.

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

D. Assurances

By signing on the cover page of this document and checking the boxes below, the State agency Director (or Commissioner) and financial representative certify that the below assurances are met.

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

Table D.II. Additional Assurances

<p>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</p>	<p>Check Box</p>
<p>I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))</p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p>II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p style="text-align: center;"><input type="checkbox"/></p>

E. State E&T Program, Operations, and Policy

I. Summary of E&T 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: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

The Guam SNAP Employment and Training (E&T) program envisions an island community free from poverty where all individuals are productive, self-sustaining, and self-reliant.

The mission of the Guam SNAP E&T program is to empower SNAP individuals and families to make life-changing decisions by seeking a successful career that will lead them to long-term economic self-sufficiency and improved security.

The Guam SNAP E&T program is voluntary and aims to help SNAP participants by providing the opportunity to acquire skills, training, education, work experiences, and/or an industry-recognized credential that provides a direct link to a high-quality paying job locally where they are no longer reliant on SNAP benefits. The SNAP E&T will also provide support services that can help remove any barriers participants may be facing.

The Guam Department of Public Health and Social Services (DPHSS) continues to work in collaboration with the Guam Department of Labor (GDOL) to partner and leverage resources available through the American Job Center (AJC) to successfully carry out the required activities of the Guam SNAP E&T program. A new Memorandum of Understanding (MOU) (Appendix A) was recently developed to provide services for the SNAP participants to increase their opportunities in the Guam workforce development system, conduct skills assessments, and access the full range of services available through the AJC. The new MOU was designed to improve and strengthen efforts to meet the needs of SNAP individuals seeking employment training opportunities, skills, education, or work experiences and support services while participating in an allowable work component. Additionally, it identifies goals related to E&T enrollment and participation. The MOU took effect on July 1, 2024 and continues through June 30, 2027.

The SNAP recipients receive services for WIOA career and training through the AJC and other support services, where applicable. The AJC advocates for SNAP clients to find gainful employment through wide access to programs and services available. The AJC has an Eligible Training Providers List that offer soft skills training that SNAP recipients can avail of when recommended by DPHSS. Other services provided include job placement services, job search, job enhancement, job development activities as needed, and an Individual Employment Plan (IEP). The AJC also partners with educational programs made available to the Guam Community College (GCC) or other partner programs as needed to provide referrals for SNAP clients. Monitoring and evaluation services are also to be conducted for SNAP recipients.

The DPHSS SNAP E&T collaborates with public, private, and community-based organizations that provide employment training and mentorship. Through this partnership, the E&T participants are able to meet the local workforce needs by receiving the necessary training, certifications, and education related to specific occupations or skilled industries.

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

The Guam E&T program is administered at the State level.

(For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

Not applicable.

Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

The Guam SNAP E&T program operates out of the GDOL/AJC office located in Hagatna which is in the central part of the island. The E&T Program Coordinator is on-site full-time at the AJC office. The rationale for conducting program operations at the AJC is that it creates a collaborative environment where there is an open line of communication between the E&T program and AJC case managers, issues related to E&T activities can be handled immediately, and on-the-spot monitoring and observation of the MOU requirements are conducted regularly.

The Data Control Clerk II processes the direct payments for participant reimbursements at the Work Programs Section (WPS) office in Mangilao. The staff is cost-shared with the E&T and TANF/JOBS programs, which falls directly under WPS.

Provide a list of the components offered.

- Supervised Job Search (SJS)
- Job Search Training (JST)
- Job Retention Services (JR)
- Work Activity (WA)
- Educational Program, Basic/Foundational Skills Instruction (Includes High School Equivalency Program) (EPB)
- Educational Program, Career/Technical Education Program or Other Vocational Training (EPC)
- Educational Program, Work Readiness Training (EPWRT)

Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

The State does not have a web address (URL) available at this time.

II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

- 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. The new MOU was developed between DPHSS and GDOL where both parties agreed to the terms and conditions that would help strengthen the Guam SNAP E&T program, increase participation, and ensure access by a broader demographic of participants. The MOU covers enhancements such as improving linkage to WIOA Title I, expanding opportunities for apprenticeships and training, improving outreach, and expanding the program above the Senior Community Service Employment Program (SCSEP) participants. It includes an improved vision for both the program and partnership that are aligned with demand industries on the island.
- Guam E&T is actively working on engaging third-party partnerships with the Guam Community College (GCC), which will be addressed in a future amendment to the state plan. Strategic planning has already started, which includes the development of components, a referral process, a budget, support services, and overall service.
- Restart group E&T orientations for SNAP E&T participants with the help of additional staff to be recruited.
- Rebrand the SNAP E&T program and develop an outreach and marketing strategy, including the use of the national “More Than a Job” campaign.
- Automate the Consolidated Work Notice and add a feature to the PHPro work registration screen for the Certification Unit to indicate whether the ES staff has completed the screening and has referred the client to E&T.
- Develop linkages to statewide apprenticeship initiatives, including those involving GDOL, GCC, and Guam Trades Academy.
- Develop and automate reports with GDOL that will help with federal reporting and program oversight.

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.

Guam SNAP E&T outcome and participation data show that the program is focused way too heavily on seniors and neglecting other demographics and age ranges. Guam is committed to developing a new overall vision for the program that will ensure access to a broader demographic of participants.

III. 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.

Consultation with State workforce development board: Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

The Guam Workforce Development Board (GWDB) has five (5) Standing Committees:

1. Executive Committee
2. Planning & Coordinating Committee
3. Finance & Technology/Monitoring & Oversight Committee
4. Business Services & Outreach Committee
5. Youth Committee

The SNAP E&T Program Coordinator IV and TANF/JOBS Program Coordinator III were designated to represent DPHSS as a program partner with the WIOA program. They are members of the GWDB Planning and Coordinating Standing Committee, where they can collaborate with committee members to help prioritize and guide our strategy to assist those receiving SNAP and TANF benefits and avoid duplicating services across state agencies.

The committee reconvened in September 2023 after three (3) years of inactivity since the COVID-19 pandemic. It comprises government and federal agencies, along with educational institutions such as GDOL, DPHSS, Department of Integrated Services for Individuals with Disability, Division of Vocational Rehabilitation, Guam Shipyard, GCC, and the University of Guam.

Meetings are being conducted monthly. The following is a record of the meeting dates and discussions that occurred in which DPHSS staff was present:

- September 12, 2023:
 - 2024-2027 WIOA Guam Combined State Plan requirements
 - Introduction to the Training and Employment Guidance Letter (TEGL)
 - Preparation for new 2024 state Plan with Program Action Teams (PAT)
 - Draft resolution for renewal of Eligible Training Programs/Providers List to be adopted by GWDB
 - Draft resolution for SNAP E&T State Plan renewal with DPHSS to be adopted by GWDB
 - Current status of GWDB board members, board reconstitution/recomposition
 - Revisiting and updating WIOA governance framework
- October 17, 2023:
 - Online needs assessment/survey to capture data with employers and industries
 - Potential plans to examine workforce needs, collect an inventory of data, see where the SNAP data points will align with WIOA and determine how we can streamline SNAP recipients into the labor force.
 - Appointment of PAT leaders and group members to begin write-up for new state plan
 - GWDB partners and partner programs – state plan 2024 timeline

- November 14, 2024:
 - New TEGL 4-23 recently released; used to assist with the state plan write-up
 - PAT members to develop dynamic Industries Engagement Process for new workforce strategies
 - Update of 2024-2027 WIOA State Plan timeline
- December 12, 2023:
 - GWDB board resolution updates
 - PAT leaders to look at available data that aligns with our programs related to the workforce inclusive of research with data and needs assessment
 - Confirmation of PAT leads
 - Brought up the need to build a platform for the next generation of workforce development
 - Shared the Industry Strategic Planning summary developed by Guam Shipyard
 - Update of 2024-2027 WIOA State Plan timeline
- January 9, 2024:
 - 2024-2027 WIOA Guam Combined State Plan revised timeline
 - Technical survey support for Guam's BNA survey
 - Adapting Commonwealth of the Northern Mariana Islands (CNMI) Business Needs Assessment (BNA) survey to Guam BNA
 - University of Guam survey instrument – Question Pro
 - Institutional Review Board application
 - Identification of new sector developments on IT fields and additive manufacturing
- February 13, 2024:
 - Guam BNA survey updates
 - 2024-2027 WIOA State Plan updates
 - Awaiting approval for a 60-day extension
 - Public comment period to be scheduled
- March 2024: No meeting held.
- April 2024: No meeting held.
- May 2024: No meeting held.
- June 4, 2024:
 - GWDB review and adoption of GCC's Title II Adult Education and Family Literacy Act Program (AEFL) Request for Proposal (RFP) grant
 - Update on MOU with core partners
 - Update on BNA final survey results with employers and industries
 - 2024-2027 WIOA State Plan updates
- August 6, 2024:
 - Status of 2024-2027 WIOA State Plan
 - Review of new statewide MOU with core partners
 - Update on AJC policies

A final draft of the 2024-2027 WIOA Combined State Plan was due in February 2024 and the PCIV uploaded a write-up for the SNAP E&T section in the WIOA State Plan Portal. On March 21, 2024, a GWDB General Board Meeting was held to approve the adoption of the state plan. DPHSS staff were present. The plan is currently undergoing a revision process and is anticipated to be approved by September 2024.

One of the successful outcomes working with GDOL is that, in the new MOU, GDOL agreed to ensure that E&T participants receive priority of services as they are WIOA's target population.

Consultation with employers: If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

No consultation at this time with employers.

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.

Special State Initiatives: 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.

None.

Coordination with title I of WIOA: 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 DPHSS continues to partner with AJC to provide services for the SNAP E&T recipients to increase their opportunities in the Guam workforce development system, conduct skill assessments, and help participants access services available through AJC. The SNAP E&T staff is co-located between DPHSS and AJC. The AJC made an office available to house the PC full-time to monitor the priority of service populations and to ensure proper processes and procedures on service delivery, including registration and co-enrollment into programs through the utilization of the shared case management system (Virtual One Stop system or hireguam.com).

The GDOL is the administering entity of the Title I WIOA-funded programs, the Senior Community Service Employment Program (SCSEP), and the National Dislocated Workers Grant (NDWG). As a WIOA partner under the Combined State Plan, SNAP E&T participants may be co-enrolled in other WIOA activities and receive services from AJC.

Additionally, the SNAP E&T staff attends the AJC partner meetings bi-weekly to share program updates and ensure program knowledge and coordination exist.

The following is a record of the meeting dates and discussions that occurred in which E&T staff was present:

- May 9, 2024:
 - New MOU FY2024-2027 updates; informed GDOL staff that MOU was developed, completed, and routed for approval and signatures
 - Discussed direct and reverse referrals; AJC was informed to expect direct referrals from DPHSS Certification Section; AJC supervisor shared with the staff that the referrals will be distributed according to their workload
 - AJC staff were reminded to enter participant work hours in PHPro even if participants did not submit a reimbursement request
 - Staff were informed of the new policy for submitting a vendor record request regarding bank account numbers for electronic transfers
- May 23, 2024:
 - MOU updates; provided status of the approval and signature tracking
 - Status on upcoming SNAP E&T training for Case Managers
- June 13, 2024: Not present; worked on priority tasks related to E&T
- June 20, 2024:
 - Assistant Secretary of Labor, Jose Javier Rodriguez, and Regional Administrator, Dr. Tamika Leadbetter, had the floor for this meeting to discuss reimagining the workforce, succession planning, diversion, equity, inclusion and accessibility, mental health training for Case Managers, and consolidated funding for territories
- July 4, 2024: Not present; annual leave (off-island)
- July 18, 2024: Not present; worked on urgent pressing matters such as the travel authorization packet for the Economic Mobility and Well-Being (EMWB) Annual Conference for Mari Blas, Christine San Nicolas, and Alyssa Uncangco; travel packet was due on July 18, 2024 to DPHSS Fiscal Management Section
- August 1 and 15, 2024: Not present; prioritized work to complete Guam's FY2025 E&T State Plan
- August 29, 2024: Not present; attended EMWB annual conference in Portland, Oregon

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

Yes

No

TANF/GA Coordination: 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.

SNAP E&T integrates and collaborates with the Temporary Assistance for Needy Families (TANF) Program, which has employment and training components that are administered by the Work Programs Section, Job Opportunity and Basic Skills (JOBS) Program. TANF recipients who are also SNAP recipients and are participating in the JOBS Program are exempted from the requirement to work register under SNAP E&T. This means that a recipient cannot be under both TANF and SNAP E&T.

Under TANF's JOBS program, the initiatives to serve participants with support service offerings similar to those of SNAP E&T are closely aligned. Both programs of TANF/JOBS and SNAP E&T offer support services to include transportation, ancillary assistance towards completion of a high school diploma and/or its recognized equivalent at no cost to the participant, and child care payment support going up to 100% coverage under TANF/JOBS. Outreach and partnerships are further enhanced via the TANF/JOBS program integration of additional resources and strong collaborative partnerships throughout the community within both government, non-profit, and private and become mutually beneficial for both programs with building up of the Community Work Experience Program and its work training site offerings.

General Assistance recipients who are also SNAP recipients are required to work register but can opt to volunteer to participate under E&T. TANF families who have exceeded their 60-month time limit, or their cash assistance or who become terminated/expired, can transition to the SNAP E&T as long as the individual is a SNAP recipient. This transitional program integration allows families to transition while obtaining and keeping jobs once they move from TANF cash assistance support into paid unsubsidized jobs in the local workforce.

Other Employment Programs: 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).

GDOL is the only federal employment program that the Guam SNAP E&T coordinates with where WIOA Title partners offer E&T participants the supportive services needed to complete their training program.

IV. 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, ITOs in the State were consulted. *(Complete the rest of this section.)*
- No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
- Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

Name the ITOs consulted.

Outcomes: Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

Enhanced reimbursement: Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

- Yes

No

V. 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.

The State agency operates the following type of E&T program (*select only one*):

- Mandatory per 7 CFR 273.7(e)
- Voluntary per 7 CFR 273.7(e)(5)(i)
- Combination of mandatory and voluntary

The State agency serves the following populations (*check 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 subsequent to application per 7 CFR 273.24(d)(1)(iv)?

- Yes
- No

VI. 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)).

Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants

based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States than run all-voluntary E&T programs would note that they exempt all work registrants.)

Guam runs an all-voluntary E&T program where all work registrants are exempt.

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

Although Guam is an all-volunteer E&T program, exemptions will be re-evaluated annually.

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
- Other: Click or tap here to enter text.

VII. 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.

Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, 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.

Within the Bureau of Economic Security (BES) under the umbrella of the Division of Public Welfare, there are four (4) sections that the Human Services Program Administrator oversees and supervises:

1. Certification Section
2. Program Management Section
3. Issuance Section
4. Work Programs Section

The SNAP E&T and TANF/JOBS programs fall directly under WPS. The SNAP E&T program consists of the BES Administrator, Program Coordinator IV (PCIV), and Data Control Clerk II (DCCII). Two (2) staff members assist with SNAP E&T part-time. They are the Social Services Supervisor I (SSSI) and Program Coordinator III (PCIII), whose primary duties are with TANF/JOBS.

The PCIV administers and manages the day-to-day program operations of the SNAP E&T program. The role of the PCIV is to develop and ensure implementation of the annual state plan and operating budget, develop and monitor the MOU with GDOL, develop an E&T manual, develop an outreach and marketing strategy, establish policies, complete and certify the FNS-583 report, conduct random reviews of participant reimbursements and supervisory case reviews of participants, monitor expenditures, reporting, and participate in bi-weekly AJC meetings and monthly GWDB meetings.

The Data Control Clerk II is responsible for processing direct payments for reimbursements of all E&T participants, following up on payments, maintaining client files, and providing other administrative support.

The SSSI and PCIII will support and assist with E&T activities such as contributing to the state plan, developing an E&T manual, assisting with policy development, establishing an outreach and marketing strategy, and participating in monthly GWDB and biweekly AJC meetings (as needed).

The Certification Section is responsible for intake, processing applications, certification, recertification, and determining work registration status. This includes Screening for referral to E&T.

The Policy Management Section (PMS) collaborates with the E&T program to support the development of SNAP E&T-related policies and procedures.

Recruitment of a Program Coordinator II will be requested to assist in implementing and planning program initiatives/activities such as monitoring and tracking progress on MOU, developing and coordinating partnerships with GCC, training GDOL/AJC and E&T partners (if any), collecting and gathering data for the FNS-583 report and other federal reporting, facilitating group orientations, collaborating with vendors to create a media campaign, and enhancing program processes, services, and overall program aspects. Also, responsible for maintaining and monitoring the general ledger and financial activities, tracking incoming and outgoing E&T documents, and managing budget and expenses.

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

The E&T PCIV coordinates and communicates regularly with the Certification Section and Policy Management Section through month-end staff meetings, telephone conversations, emails, and meetings on an as-needed basis.

Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

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

The DPHSS utilizes the PHPro eligibility database system, accessible to the GDOL case managers. The PHPro has a WPS module that allows E&T participant information and data to be inputted, documented, and stored.

The GDOL/AJC uses a Virtual One Stop (VOS) case management system or HireGuam.com, that offers online services to job seekers and employers as well. The DPHSS E&T staff is provided access to navigate the VOS system.

Both systems enable GDOL/AJC and DPHSS to access shared client data and information, including participant activities, outcomes, actions, plans, progress, and communications. All E&T clients who use AJC services are required to sign up on HireGuam.com.

Participant data and information can also be shared via email, telephone, chat apps, or in-person.

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

The PHPro tracks referrals to E&T, non-compliance (in this case, ABAWD compliance), participation hours, work components, and participant reimbursements.

The VOS system tracks employability assessments, Individual Employment Plans (IEP), monitoring and follow-up of participation in SNAP E&T, worksite/training site visits, participant progress, appropriate referrals to AJC partner programs, peer-to-peer consultations, community-based organizations, and other community resources.

PHPro is also used to process direct payments for participant reimbursements. A few months ago, the PHPro was able to interface with the government of Guam's aging AS400 accounting system under the Department of Administration (DOA) where payments and vendor numbers can be verified. However, in January 2024, DOA launched a new government of Guam financial management system called the "Guam Federal Management Information System (GFMS)". Since then, the PHPro can only process direct payments and transmit batches to FMIS but is not able to verify payments and vendor numbers. DPHSS and DOA leadership must resolve this process along with the Office of Technology which is the IT agency for the government of Guam. The government is currently implementing and providing training for employees at all levels in phases.

The PHPro and VOS systems do not interface. However, GDOL and DPHSS should be able to create reports from both systems at any time without having to rely on each other.

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

DPHSS shares new policies, procedures, program information, and updates in person through month-end BES staff meetings, bi-weekly AJC meetings, monthly GWDB standing committee meetings, and other potential partner meetings (e.g., GCC). Information and program updates are also disseminated through other modes of communication such as virtual meetings, formal memos, email, and/or telephone conversations, as appropriate.

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

The E&T staff will conduct quarterly reviews on participant reimbursement requests submitted by GDOL/AJC to ensure that only allowable costs are reimbursed and supporting documents are accurate and complete. At least 10 participant reimbursement requests, or 10% of the total E&T enrollment, will be reviewed. In the first quarter of FY2025, the E&T staff will seek recommendations from the Bureau of Management Services to decide on a preferred random sampling methodology for selecting participant cases to be reviewed. The number of participant reimbursements to be reviewed may change based on the recruitment of new staff.

Additionally, the new MOU requires GDOL to provide monthly copies of SNAP E&T financial expenditures to DPHSS. GDOL will maintain detailed, itemized documentation and records of all expenses incurred pursuant to the MOU. DPHSS will conduct bi-annual random reviews of the fiscal documents generated by GDOL to ensure the accuracy of the expenditures.

5. Describe how the State agency evaluates the performance of partners 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).

The E&T staff will conduct quarterly reviews of participant case records to evaluate partner performance. At least 10 participant case records, or 10% of the total E&T enrollment, will be reviewed. The case records to be reviewed will be the same participants randomly selected for participant reimbursement reviews as mentioned above.

The information and data populated on the PHPro and VOS systems will be used to evaluate the effectiveness of services such as participation, completion, retention, and wages.

The following will be reviewed:

1. Number of SNAP recipients assessed for participation in E&T.
2. Number of participants enrolled in at least one component.
3. Number of participants who earned a credential.
4. Number of participants who obtain employment.

Performance is also assessed by the achievement of established annual SNAP E&T program goals specified in the new MOU.

The results of the review will be discussed with the assigned AJC case manager and technical assistance will be provided as needed. The results will also be documented on the PHPro contact sheet and the Supervisor Case Review template.

VIII. Screening for Work Registration

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

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

The Certification Section screens individuals for federal exemptions during interviews for new, re-opened, and renewal. The federal exemptions are:

- Younger than the age 16, or age 60 or older
- A 16 or 17-year-old who is not the head of household or who is in school or in an employment program at least half-time
- Taking care of a child younger than 6 years old that lives in the household
- Taking care of an incapacitated person
- Unable to work because of mental or physical reason
- Already working 30 hours a week
- Already earning \$217.50 (30 times the federal minimum wage) or more a week
- Going to school, college, or a training program at least halftime
- Meeting the work rules for the Temporary Assistance for the Needy Families (TANF)
- Participating in a drug or alcohol addiction treatment program
- Receiving or pending receipt of unemployment benefits
- In receipt of Supplemental Security Income (SSI) or Social Security Disability (SSDI) for themselves

All SNAP applicants/recipients who do not meet one of the federal exemptions listed above are considered work registrants and must follow the SNAP general work requirements to keep their benefits. The general work requirements are as follows:

- Be registered for work
- Accept any job offer, unless there is a good reason they can't
- Tell us about their job and how much they are getting paid

- Not quit their job or reduce their work hours, without having a good reason, if they work at least 30 hours a week or earn the equivalent of 30 hours a week times the federal minimum wage

The ES staff will use the SNAP Work Registration Process Flow Chart (Appendix B) to assist in determining the work registration and exemption status of applicants.

How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

If the non-exempt applicant has to work register, the ES staff will enter the assigned work registration codes in the respective fields in the PHPro system as indicated on the SNAP Work Registration Process Flow Chart.

At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

The General Work Requirements Oral Script (Appendix C) is currently being implemented. The ES staff must read it to all work registrants during certification/recertification interviews and if their exemption status changes. As the oral script is read, clients will be notified that they will receive a Consolidated Work Notice (CWN) (Appendix D) in the mail, which will reinforce what they discussed about the work requirements.

With technical assistance from FNS, the oral script and CWN have been developed and localized specifically for Guam. The CWN lists each household member who is required to meet the work requirements, indicates what the work requirements are, and the penalties for not meeting the work requirements.

Effective September 19, 2024, the CWN will be printed automatically after the Notice of Action, as programmed by DMR.

A policy memo on the Oral Script and Consolidated Work Notice is anticipated to be finalized and disseminated to the Certification Section staff during the end-of-the-month meeting on September 27, 2024. The BES Administrator, Certification Section Supervisor, and E&T PCIV will also provide training on the same day.

IX. 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. *(Note: This question is not asking about criteria that may be unique to each provider.)*

The screening for referral to E&T is currently being implemented by the Certification Section. The ES staff will ask individuals if they are interested in the SNAP E&T program and must be informed that their SNAP benefits will not be terminated for failure to comply since Guam E&T is voluntary.

ES staff will use Guam's screening criteria to screen individuals to determine if it is an appropriate referral. The state-specific questions are below:

- Is the individual interested in working or gaining skills?
- Is the individual interested in education or training opportunities?

Eligibility staff can also probe or ask further questions. For example:

- Is there anything that makes it hard for the individual to work?
 - If childcare, skills, or transportation is an issue, this is a time to encourage referral.
 - If there are challenges related to mental health, chronic disease, homelessness, etc., it may be a good idea not to refer.

The information in the participant's case file will be a good source for determining whether the individual has been recently employed, has a language barrier, has a high school diploma or an education level below 8th grade, and where the individual lives.

On April 25, 2024, the E&T PCIV conducted training for the Certification Section on screening and referral to E&T. The E&T staff will collaborate with the Policy Management Section and Certification Section to continue training eligibility staff on work registrant screening, ABAWDs, screening and referral to E&T, and provider determinations and to increase their awareness and knowledge of E&T.

The PHPro is not programmed to validate whether the individual was screened. DPHSS is working with DMR to add a feature to the PHPro work registration screen, allowing eligibility workers to click on a box that validates they have screened the individual. The approximate timeline to complete this is September 30, 2024. In the meantime, the ES staff is documenting in PHPro case notes that they have screened the work registrant for referral.

A policy memo on Screening and Referral to E&T is anticipated to be finalized and disseminated to the Certification Section staff during the end-of-the-month meeting by September 27, 2024. The BES Administrator, Certification Section Supervisor, and E&T PCIV will also provide training on the same day.

Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

The ES staff will screen work registrants during the intake and re-certification interviews. During the interviews, the ES staff will gather pertinent information about the individual's situation, and explore barriers or challenges that may hinder them from securing or maintaining employment.

An explanation will be provided about the support services offered, including their rights to receive participant reimbursements. At this time, a Guam SNAP E&T program brochure (Appendix E) will be provided to the individual. The ES staff will discuss the employment, training, and education opportunities that are available. For example:

- Assisting you in finding a job and gaining basic skills and work experience
- Offering basic education classes to enhance reading and writing skills or to obtain a GED
- Providing work experience training for specific job types such as administration, customer service, healthcare, building construction, hotel and restaurant work, etc.

After a recipient has been identified as a good fit for the SNAP E&T program, the eligibility staff will email a referral to the E&T program. The referral will include the participant's name, SNAP case number, and contact information. The E&T staff will collaborate with the AJC Supervisor, who will assign a case manager to the referred individuals. The case managers will then schedule the initial assessment appointment based on their caseload.

(If applicable) Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

GDOL/AJC staff will email the referral to the E&T staff, who will reach out to the designated WPS staff for review. The WPS staff will perform the functions of an eligibility worker by screening the individual and making the referral to the E&T program if deemed appropriate. The E&T staff will email the designated AJC Supervisor to assign a case manager to schedule an initial assessment with the individual.

How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

Although Guam is a voluntary program, participants will initially be informed about the reimbursements during the certification/recertification interviews. This is discussed at some point when the ES staff provides an overview of the E&T program during the screening and referral process.

Also, during the initial assessment conducted by GDOL/AJC, the case manager will discuss in detail the support services and participant reimbursements that E&T provides to assist while participating in an activity. All participants will receive a client packet with information on the E&T program, reporting expectations, partner resources, and participant reimbursements. The following documents related to participant reimbursements are included in the packet:

- Acknowledgement of Program Support Services Information (Appendix F)
- Allowable Expenses for Work-Related Reimbursements (Appendix G)

The case manager will explain to the participant the support services and reimbursements they are eligible for, the maximum amount allotted per participant, and the process of submitting the reimbursement requests. The participants must sign and acknowledge the “Acknowledgement of Program Support Services Information” document stating that they were made aware of the information provided to them. The case manager will also review with the client the “Allowable Expenses for Work-Related Reimbursements,” which is a detailed list of what is allowed and not allowed to be purchased. A copy of the list will be provided to the participants.

The SNAP E&T program participants can receive payments and reimbursements, which may include:

- **Transportation costs** such as gas, bus fares, taxicab services.
 - Participants are required to submit either a timesheet or Attendance Calendar (Appendix H) verifying the number of hours and days worked.
- **Work-related expenses** such as car repairs, clothing or uniform, shoes, work tools, training materials, textbooks, supplies, drug tests, health certificates, police, court, or traffic clearances required by the employer, driver’s license and/or Guam I.D. card, personal protective equipment, vision needs and/or eye exam.
 - Participants must first purchase the work-related items on their own and provide an invoice or receipt verifying the purchase of the item(s).
- **Child care expenses** for dependent care services.

Participant reimbursements are also provided to clients enrolled in Job Retention Services for a maximum of 90 days.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

The ES staff will inform the SNAP recipient that they will be referred to the E&T program and contacted by a GDOL/AJC case manager to schedule an initial assessment, provide case management, offer at least one E&T component, and ensure they receive necessary participant reimbursements. During the interview, recipients will also receive a program brochure. The brochure will be redesigned to be more captivating and attractive to engage clients and pique their interest in the E&T program.

If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

The reverse referrals will be channeled through the E&T program and are referred to the designated WPS staff, who will determine if it is an appropriate referral. This can be done in person or via telephone. The individuals should be notified about their eligibility to E&T and their rights to receive participant reimbursements when the WPS staff reviews the "Acknowledgement of Program Support Services Information" with the participant. If the individual is a good fit for E&T, they will be referred to the E&T provider to proceed with the referral and offer an allowable E&T component.

After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

The case manager will contact the E&T participant to arrange an initial in-person assessment at AJC. This assessment will include a one-on-one orientation highlighting the available services and programs at AJC and SNAP E&T. The participant will be assigned a component during this time, if applicable.

Future plans include recruiting additional staff to revive the group orientations for E&T participants.

How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

The eligibility worker sends an email referral to the E&T staff, providing the individual's name, SNAP case number, and at least two contact numbers. The referral is also documented in the PHPro case notes for the E&T staff to view.

The PHPro is not programmed to automatically send a referral to E&T. DPHSS is working with DMR to add this feature to the PHPro work registration screen. The approximate timeline is September 30, 2024.

How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

The E&T and WPS staff will communicate with the GDOL/AJC Supervisor, and other E&T providers (if any) through email for the referral and proceed with the initial assessment.

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

Each E&T participant is assigned a case manager from the American Job Center. The case manager will schedule an appointment with the participant to conduct an initial assessment either in person or over the phone. The PHPro and VOS serve as tools for storing participant information and data collected during assessments. The database and case management system allow DPHSS and GDOL/AJC to share

participant information, monitor participant activities, and track outcomes. The participants and providers can view the results on VOS or HireGuam.com.

XII. 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 the State agency provide? *Check all that apply.*

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Click or tap here to enter text.

Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

Case management services are provided through the American Job Center one-on-one in person, via email, or over the phone in accordance with the new MOU.

The case management services and activities include, but are not limited to:

- Complete the intake process, orientation, and initial assessment.
- Ensure participants are registered on HireGuam.com and have a completed resume.
- Assess expected needs for support service.
- Develop an Objective Assessment Summary/Individual Employment Plan.
- Place participants into an appropriate SNAP E&T component/activity (inclusive of subsidized training) within 30 calendar days of the referral from DPHSS to GDOL.
 - Provide occupational-related testing, job placement services, supervised job search and/or job search training, job enhancement, and/or job development activities, as appropriate.

- Career counseling and planning.
- Follow-up services to address barriers, and discuss progress toward the employment goal.
- Maintain the participant’s case file on HireGuam.com.
- Make referrals to appropriate community resources.
- Engage in peer-to-peer case consultation.
- Update case notes in VOS on every interaction with participants.
- Provide referrals to any additional support needed for component participation.
- Provide status updates to the E&T program staff after assessment and every 30 days, at a minimum.

Using the table below, 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.

Communication/Coordination with:

SNAP eligibility staff:	The E&T case managers communicate and coordinate with the SNAP eligibility staff by entering information in PHPro case notes, which the eligibility staff can view.
State E&T staff:	The E&T case managers communicate, coordinate, and engage with the E&T staff in person, via email, or over the phone on a day-to-day basis. As mentioned in the summary above, the E&T staff is co-located at the GDOL/AJC office. The E&T staff attends the bi-weekly AJC staff meetings where case managers are allowed the opportunity to ask any questions related to E&T. Updates will also be provided during the meetings.
Other E&T providers:	The E&T case managers will communicate and coordinate with E&T providers in person, via email, or over the phone.
Community resources:	The E&T case managers will communicate and coordinate with E&T providers in person, via email, or over the phone.

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

After completing an assessment, the AJC case managers are expected to engage with E&T participants and conduct mandatory case management services. To effectively support E&T participants in their training and employment goals, case managers must prioritize regular and consistent communication. This ongoing dialogue is crucial for assessing participants’ progress, identifying any obstacles they may be facing, and providing the necessary support to help them succeed.

Maintaining open lines of communication also allows case managers to address any challenges or concerns promptly, ensuring that participants have the support they need to obtain and sustain employment successfully.

The new MOU outlines the responsibilities of the AJC case managers to conduct orientations, intake, and assessments (including the need for support services), place clients in the appropriate SNAP E&T component (or refer to other partners as appropriate), monitor progress, and provide counseling and other services as needed, at least monthly. DPHSS focuses on the social services aspect and support services for eligible E&T participants.

Case managers are to review, validate, and input participation hours and authorize support services (i.e. child care assistance, transportation, and work-related reimbursements), in the PHPro system within 5 working days upon receipt from the participant. E&T participants will submit an original Participant Reimbursement Request form (Appendix I) to their assigned case manager. The forms will then be sent to the E&T staff for their review and processing of direct payments if approved.

HireGuam is used by case managers to oversee and validate operational activities. It offers participant reporting and data collection capabilities, enabling case managers to efficiently report, collect, verify, and manage participant data. The system's case management capabilities allow case managers to determine program eligibility, document referrals and coordination with service providers, communicate with participants, track services, and monitor participant outcomes.

XIII. Conciliation Process (if applicable)

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 (*Complete the remainder of this section.*)
- No (*Skip to the next section.*)

Describe the conciliation process and include a reference to State agency policy or directives.

What is the length of the conciliation period?

XIV. 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(i)(2), (i)(3), and (i)(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
- Other: Click or tap here to enter text.

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)(i), 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:

- Six months or until the individual complies, as determined by the State agency
- Time period greater than 6 months
- Permanently

The State agency will disqualify the:

- Ineligible individual only
- Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. 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.

Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

Guam's SNAP Manual, Section 2615 provides guidance on good cause determinations. DPHSS will determine whether the individual's refusal or failure to comply with the SNAP work requirements was justified by good cause. This determination involves a review of the individual's specific circumstances and reasons for non-compliance with the program's work requirements.

The eligibility staff must contact the household and determine whether good cause exists. In determining whether or not good cause exists, the eligibility staff shall consider the facts and circumstances, including information submitted by the household member involved and the employer. The number of attempts made to reach out to the SNAP participant for additional information is as often as deemed necessary.

Good cause shall include circumstances beyond the member's control, such as, but not limited to:

- Individual's illness, or illness of another household member requiring the presence of the individual;
- Household emergencies;
- Unavailability of transportation due to having no access to mass transit; or
- Lack of adequate child care for children who have reached the age of six (6) but under twelve (12).

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

When a SNAP recipient claims exemption, fails or refuses to work register or voluntarily quits because of illness or illness of a household member that requires the presence of a household member, the ES staff shall require a medical certificate from the SNAP recipient's physician indicating "that illness," be it temporary or permanent. The medical certificate will be documented or entered in the PH/Pro computer eligibility system.

In case of a household emergency, the ES staff shall require a SNAP recipient to submit a statement explaining the details of the emergency and have the recipient sign the statement. The ES or the ESS shall exercise his/her best judgment to determine whether the emergency justifies the claim of exemption, the failure, or refusal to work register.

If there is no access to mass transit and transportation is unavailable, the SNAP participant must provide a statement explaining the circumstances. If necessary, the ES staff will contact Guam's Regional Mass Transit to confirm whether public transportation is available on the island. If there is a lack of adequate childcare for a child between the ages of six (6) and twelve (12), the SNAP recipient must provide a statement regarding these circumstances. In either case, the ES staff should make an effort to validate the claim of the SNAP recipient and not solely rely on the submitted statement. Additionally, the ES staff shall verify and validate the claim of the SNAP recipient on the unavailability of child care for children over six (6) years but under twelve (12) with the DPHSS Division of Children's Wellness (DCW). A list of childcare facilities on the island can be obtained at guamchildcare.com.

Furthermore, good cause for voluntarily quitting employment shall also include the following:

- a. Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin or political beliefs;
- b. Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule;

- c. Acceptance by the head of household of employment, or enrollment of at least half-time in any recognized school, training program or institution of higher education, that requires the head household to leave employment;
- d. Acceptance by any other household member of employment or enrollment at least halftime in any recognized school, training program or institution of higher education in another county or similar political subdivision which requires the household to move and thereby requires the primary wage earner to leave employment.
- e. Resignations by persons under the age of 60 which are recognized by the employer as retirement;
- f. Acceptance of a bona fide offer of employment of more than 20 hours a week or in which the weekly earnings are equivalent to the Federal minimum wage multiplied by hours which, because of circumstances beyond the control of the head of household, subsequently either does not materialize or results in employment of less than 20 hours a week or weekly earnings of less than the Federal minimum wage multiplied by 20 hours; and
- g. Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another such as migrant farm labor or construction work. There may be some circumstances where households will apply for food stamp benefits between jobs particularly in cases where work may not yet be available at the new job site. Even though employment at the new site has not actually begun the quitting of the previous employment shall be considered as with good cause if part of the pattern of that type of employment.

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

If the Guam E&T program does not have an appropriate and available opening for an E&T participant, the referral will be put on hold until components are made available.

XVI. 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.

If GDOL/AJC (or potential E&T providers) determine that an individual is ill-suited for a particular E&T component, they must notify the designated WPS staff within 10 calendar days from the date when the provider determination is made. GDOL/AJC must provide the WPS staff with the following information in writing via email:

- Participant name
- Initial component
- Date of the provider determination
- Reason for the provider determination
- New component (if offered)

If GDOL/AJC determines the individual may be suitable for another component, they will email the WPS staff for consideration. If approved, WPS does not need to act further on the provider determination and will continue with the referral. If GDOL/AJC does not have another component to offer the individual, WPS must be notified in writing. Notifications must be documented in PHPro.

To comply with FNS regulations, the E&T staff is developing a policy for Provider Determinations. It is anticipated to be finalized and disseminated to the Certification Section staff during the end-of-the-month meeting on September 27, 2024. The BES Administrator, Certification Section Supervisor, and E&T PCIV will also provide training on the same day.

Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

The WPS staff will notify the client of a provider determination within 10 calendar days of receiving notification of the decision. The client must be informed of the next steps and is notified that a provider determination does not mean that they are being sanctioned. Notification to the client must be in writing and documented in PHPro.

XVII. 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.

Table E.I. Estimates of Participant Reimbursements

<p>I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in</i></p>	<p>100</p>
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Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.	
II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.	58
III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$81,200 (Local) \$81,200 (Federal) Total: \$162,400
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$162,400/12 months = \$13,533.33
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$13,533.33/58 = \$233.33

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.

- **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, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **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*.

Table E.II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency’s policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Transportation	Maximum of \$100 monthly	SNAP E&T Program	Direct Payment (disbursed either as a check or direct deposit into the client’s savings or checking account)
Work-related	Maximum of \$400 annually	SNAP E&T Program	Direct Payment (disbursed either as a check or direct deposit into the client’s savings or checking account)
Child care	\$200 per child per month	SNAP E&T Program	Direct Payment (disbursed either as a check or direct deposit into the client’s savings or checking account)

If providing dependent care, specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

The maximum reimbursement amount for child care assistance is \$200 per child per month. Most parents will use the services provided by CCDBG, which is part of the DPHSS Division of Children’s Welfare.

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?

The SNAP E&T program does not have a waiting list. Should the E&T participant exceed the maximum amount authorized listed in the table above, the program will communicate with the Child Care Development Fund.

XVIII. Work Registrant Data

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

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). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

The PHPro creates reports that can identify and separate duplicate registrations during the fiscal year. In addition to the reports, the E&T staff ensures work registrants are not counted more than once in any fiscal year. The estimated number of work registrants is based on an unduplicated count of individuals from the list.

Describe measures taken to prevent duplicate counting.

The report is generated on February 15. The list, converted to an Excel file, is compared to the work registrant listings from the previous quarter to ensure that each work registrant is counted only once during the fiscal year. If any duplicated work registrants are found, they are removed from the Excel file used to determine the final count.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

PHPro and VOS or HireGuam.com are used to collect data for federal reporting.

If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

Case Managers will review the participant's progress through a series of periodic check-ins, either face-to-face, telephone contact, office visit, email, visitation to the placement site, or online systems such as VOS.

If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency's plan to move toward using QWR including a timeline for completion.

Not applicable.

State Component Reporting Measures

Check all data sources used for the State-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

PHPro and VOS or HireGuam.com

If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

Case Managers will review the participant's progress through a series of periodic check-ins, either face-to-face, telephone contact, office visit, email, visitation to the placement site, or online systems such as VOS.

If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

Not applicable.

If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

Not applicable.

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component

data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Example:</i> <i>Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</i> <i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i>
Job Search Training	Number of participants who entered employment in the 2 nd quarter after completion of participation in E&T	Number of participants who entered employment during 10/01/2024 to 09/30/2025. Denominator will include the number of people who participated in JST during 10/01/2024 to 09/30/2025.
Non-Education, Non-Work: Job Retention Services	Number of participants who entered employment in the 2 nd quarter after completion	Number of participants retained employment of at least 3 months from the end date of the JRS. Denominator are the number of participants employed during 10/01/2024 to 9/30/2025.
Non-Education, Non-Work: Work Experience Training (WE)	Participants who either earned a credential or found employment.	Numerator is for participants who found employment during 10/01/2024 to 09/30/2025. Denominator is the total number of participants in the work experience component during 10/01/2024 to 09/30/2025.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
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. 10/01/2024 to 09/30/2025.</p> <p>Denominator is the number of participants without a HS diploma and who completed an assessment during 10/01/2024 to 09/30/2025.</p>
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 10/01/2024 to 9/30/2025.</p> <p>Denominator is the total number of participants who completed an initial assessment during 10/01/2024 to 09/30/2025.</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 10/01/2024 to 09/30/2025.</p> <p>Number of # and % participants in the WRT component during 10/01/2024 to 9/30/2025.</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 10/01/2024 to 09/30/2025.</p> <p>Denominator is the total number of participants in the work experience component during 10/01/2024 to 09/30/2025.</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Work-Based Learning, Pre-Apprenticeship	Participants who completed the pre-apprenticeship program and segue into the apprenticeship program.	<p>Numerator is the number of participants who obtained a pre-apprenticeship certificate during 10/01/2024 to 9/30/2025.</p> <p>Denominator is the total number of participants that participated in the pre-apprenticeship program during 10/01/2024 to 9/30/2025.</p>
Work-Based Learning, Apprenticeship	Participants who completed the apprenticeship program.	<p>Numerator is the number of participants who graduated and earned a journey worker certificate during 10/01/2024 to 9/30/2025.</p> <p>Denominator is the total number of participants that participated in the apprenticeship program during 10/01/2024 to 9/30/2025.</p>

F. Pledge to Serve All At-Risk ABAWDs (if applicable)

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). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.

Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

- Yes (*Complete the rest of this section.*)
- No (*Skip to Section G: Component Detail.*)

Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

Where will the State agency offer qualifying activities?

- Statewide
- Limited areas of the State (*Complete questions c and d below.*)

Explain why the State agency will offer qualifying activities in limited areas of the State.

- ABAWD waiver for parts of the State
- Will use discretionary exemptions
- Other: Click or tap here to enter text.

If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

How does the State agency identify ABAWDs in the State eligibility system?

How does the State agency identify ABAWDs that are at-risk?

When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency's plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

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Table F.II. Information about the size of the ABAWD population

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
Total slots across all qualifying activities			

Table F.IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

Explain the methodology used to determine the total cost to fulfill the pledge.

G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency’s E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** 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.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>The participant's Supervised Job Search activities may be conducted independently or within a group setting and will be directly supervised, monitored, and validated by the AJC CMs. The CM and the participant will engage monthly either through in-person meetings at the GDOL AJC office, virtual meetings, or phone calls to review job search activities, get feedback, troubleshoot issues, and discuss the next steps.</p> <p>The participant is encouraged to make a minimum of 12 contacts with potential employers per month and is required to submit a Job Search and/or Job Readiness Activity Log (JS/JR) (Appendix J) monthly to their assigned CM for the two (2) months they are engaged in job search activities. The log will be used to help track the timing and activities of E&T participants in supervised job search.</p> <p>All SJS activities will be documented on PHPro and DOL VOS.</p> <p>At a minimum, the monthly case note must include:</p> <ul style="list-style-type: none"> • Title and employer of the prospective job(s); • How the job is related to the individual's skill set and/or training; • Date and time of interview; • Results of the interview including start date, title, weekly rate, and hours per week of employment if applicable; and • Follow up actions (e.g., "Thank you" correspondence to the interviewer, I-9 employment verification).
Direct link	<p>The SNAP E&T case manager will use DOL VOSS to review any JS activities the participant engaged in but may not have captured it in their JS Log. The AJC CM will contact the employers to verify the JS activity if it is not captured in VOSS. The JS search activity shall be embedded in their IEP/CSP. The following Participant Activities within the Guam Department of Labor/American Jobs Center will be inclusive in this JS component.</p> <p>The AJC's customers and businesses/employers utilize the Virtual One Stop System (VOSS), Hire Guam. Customers are able to search for available employment</p>

	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.
Target population	All SNAP E&T Participants (including ABAWD's).
Criteria for participation	Must have completed level 2 of IEP if at a minimum of 6 months of work experience and has gained the necessary skill sets for what the position requires. For example, the vacancy requires a minimum of 6 months of work experience and computer literacy. The participant has the experience and lacks the skill set needed for the position, therefore the participant will not be referred until that skill set is met.
Geographic area	Island-wide
E&T providers	SNAP Agency, Department of Labor, and contracted providers or community-based organizations.
Projected annual participation	10
Estimated annual component costs	\$16,240

Table G.II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	Job Search Training (JST) consists of any 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 SNAP E&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.
Target population	All SNAP E&T Participants (including ABAWD's).
Criteria for participation	Participants must be an active GETP participant in order to qualify for this service.
Geographic area	Island-wide
E&T providers	SNAP Agency, Department of Labor, and contracted providers or community-based organizations.
Projected annual participation	10
Estimated annual component costs	\$16,240

Table G.III. -Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	This component provides support services for participants who found employment while participating in the E&T program. This is the time when individuals are most vulnerable as they transition into their new job. The JR services will be offered at a minimum of 30 calendar days and a maximum of 90 calendar days.
Target population	All SNAP E&T Participants (including ABAWD's)
Criteria for participation	Participants must be an active GETP participant in order to qualify for this service and found employment.
Geographic area	Island Wide
E&T providers	SNAP Agency, Department of Labor, and contracted providers or community-based organizations.
Projected annual participation	4
Estimated annual component costs	\$6,496

Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	This component is 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., Associate), 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.).
Target population	All volunteer participants and ABAWD's in SNAP E&T
Criteria for participation	Participants must be an active GETP participant in order to qualify for this service.
Geographic area	Island Wide
E&T providers	SNAP Agency, Guam Community College, Department of Labor, all Institutions of Higher Education
Projected annual participation	2
Estimated annual component costs	\$3,248
Not supplanting	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.
Cost parity	Not Applicable. Same Response as above.

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	This component is 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.).
Target population	All volunteer participants and ABAWD's in SNAP E&T
Criteria for participation	Participants must be an active GETP participant in order to qualify for this service.
Geographic area	Island Wide
E&T providers	SNAP Agency, Guam Community College, Department of Labor, all Institutions of Higher Education
Projected annual participation	2
Estimated annual component costs	\$3,248
Not supplanting	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.
Cost parity	Not Applicable. Same Response as above.

Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	<p>These are intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. This includes <u>“soft skills”</u>, 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.</p> <p>Work readiness skills may include foundational cognitive skills such as reading for information, applied mathematics, locating information, problem-solving, and critical thinking and non-cognitive skills.</p> <p>Other American Jobs Center activities listed in 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 training for participants focused on a specific topic.</p>
Target population	SNAP E&T Participants
Criteria for participation	Participants who have limited to no work experience.
Geographic area	Island Wide
E&T providers	SNAP Agency, Department of Labor, and contracted providers or community-based organizations.
Projected annual participation	14
Estimated annual component costs	\$22,737
Not supplanting	GETP does not have a contract with the local community college or community-based organization to fund the cost for Work Readiness Training. Therefore, GETP does not use funds to cover the costs of. However, if a participant pays out of pocket for WRT 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.
Cost parity	Not Applicable, same response as above.

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	<p>Work Experience Trainings are work/training activities the participant is engaged in before or after their entry into SNAP E&T. The purpose is to provide participants work experience opportunities to help them improve their employability especially if finding unsubsidized employment is challenging. This activity is planned based on the outcome of the initial assessment with the AJC CM and the expected outcomes outlined in the Individualized Employment Plan developed with the participant.</p> <p>The 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 CM and participant. This activity is initiated at the time of the initial assessment with the AJC CM.</p> <p>Participants in the WE programs are placed in a variety of different training sites such as government agencies,</p>

	<p>community-based organizations, and educational institutions just to name a few. Where they are placed, is dependent on the results of the initial assessment and the IEP developed along with the participant.</p> <p>Regardless of which type of WE program is designed for the participant, an agreement or SNAP E&T contract is created and initiated between the AJC CM, participant and the training site immediate supervisor. The agreement is for a 12-month period. We encourage participants to engage in this work experience activity for a minimum of 20 hours a week. However, the participant can choose to work up to 120 hours a month.</p> <p>Most of the programs will be an allowable component for one year from the date of enrollment with SNAP GETP, provided that they meet the progressive milestones indicated in their Individual Employment Plan/Career Strategy Plan. The SNAP E&T case manager will determine if the participant continues with E&T after being 12 months on the program.</p> <p>All Work Experience activities must be documented in the participant's IEP/CSP which includes a list of milestones for estimated completion date and employment/occupational goals.</p> <p>The GDOL administers two types of subsidized work experience programs:</p> <ul style="list-style-type: none">• The subsidized Work Experience (WE) program component with GDOL is limited to 3-12 months before it results in unsubsidized employment.• Senior Community Service Employment Program (SCSEP) is a division of the GDOL and is part of a nationwide federal-state system of community service employment programs, established as Title V of the Older American Act of 1965, as amended, to foster useful part-time training opportunities in community service skills for unemployed low-income individuals who are 55 years old or older and who have poor employment prospects. The program also fosters individual economic self-sufficiency and increases the number of older persons who may enjoy the benefits of
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	<p>unsubsidized employment in both the public and private sectors. The main goal of SCSEP is for the participant to find and accept unsubsidized employment. SCSEP is an entitlement or income maintenance program, and Host Agency assignments are not “jobs”. SCSEP participants have a 48-month lifetime limit in the program with the goal of unsubsidized employment in 18 months.</p> <p>At the time of the initial assessment with the AJC CM, the participant could be enrolled in or participating in a subsidized work experience program administered (paid for) by WIOA, Wagner-Peyser (WP), and/or the National Dislocated Worker Grant (NDWG) within GDOL.</p> <p>After the initial assessment has been completed, these participants will be considered co-enrolled with SNAP E&T. The AJC CM will follow up on attendance/training hours monthly. These hours are then recorded into the SNAP E&T PH/Pro module. SNAP E&T will only pay for support services such as transportation reimbursements, while GDOL is responsible for paying GDOL participants' salaries/wages and fringe benefits.</p> <p>SNAP E&T does not use E&T funds to pay for the salaries, fringe benefits, and educational/training expenses of participants funded under any GDOL grant (local/Federal). SNAP E&T does not pay them to participate. GDOL is solely responsible for those expenses.</p> <p>All Work Experience activities must be documented in the participant’s IEP/CSP, which includes a list of milestones for the estimated completion date and employment/occupational goals.</p>
Target population	All voluntary SNAP E&T Participants
Criteria for participation	<p>Participants who fit in these criteria in one or more of the criteria listed below for the CWEP Activity:</p> <ul style="list-style-type: none"> ➤ No work experience ➤ Lack of a High School Diploma or GED ➤ Unemployed >6 months <p>For the subsidized programs with GDOL:</p>

	<ul style="list-style-type: none"> ➤ Must be a registered participant with GDOL's hire Guam. <p>Meet GDOL program's criteria for participation based on the eligibility of GDOL.</p>
Geographic area	Island-wide
E&T providers	SNAP Agency and Department of Labor, Guam Housing Urban Renewal Authority (GHURA), UOG, GCC, GTA, and GHRA, including community-based organizations.
Projected annual participation	58
Estimated annual component costs	\$94,196

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	

Projected annual participation	
Estimated annual component costs	

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	
Target population	
Criteria for participation	

Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Subsidized WBL Components

For assistance with developing the State’s E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SW

Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

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I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	GDOL/AJC
Service Overview:	To provide services for the SNAP participants to increase their opportunities in the Guam workforce development system, conduct skill assessments and help participants access services available through AJC.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Supervised Job Search (SJS) • Job Search Training (JST) • Job Retention Services (JR) • Work Activity (WA) • Educational Program, Basic/Foundational Skills Instruction (Includes High School Equivalency Program) (EPB) • Educational Program, Career/Technical Education Program or Other Vocational Training (EPC)

Contract or Partner Name:	GDOL/AJC
	<ul style="list-style-type: none"> Educational Program, Work Readiness Training (EPWRT)
Credentials Offered:	The partnership allows AJC to work directly with the SNPAP E&T program to market, conduct skill assessments, and help SNAP participants access the full range of services available through the AJC system such as education, employment, training and other supportive services.
Participant Reimbursements Offered:	Pursuant to the WIOA, the AJC includes an enhanced “priority of service” requirement to ensure that public benefit recipients and other hard-to-serve populations received priority service for WIOA career and training services through the AJC system.
Location:	3 rd floor, GCIC building, Hagatna, Guam
Target Population:	All SNAP participants
Monitoring of contractor:	Supervisor Case Reviews are being conducted by the PCIV on initial assessments, re-assessments, and reimbursements.
Ongoing communication with contractor:	The PCIV is situated at the GDOL, AJC office. Therefore, communication with contractor is on a daily basis.
Total Cost of Agreement:	\$52,000 (100% Federal)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Not applicable to Guam)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Not applicable to Guam)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Not applicable to Guam)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Not applicable to Guam)

Table I.II. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	

Contract or Partner Name:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>Program Coordinator IV: \$20,012 (.80 FTE) Program Coordinator II: \$11,188 (.50 FTE)</p> <p>Total: \$31,200 (100% federal)</p> <p>Salaries are cost allocated: 22% E&T 78% TANF</p>
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>Program Coordinator IV: \$9,744 (.80 FTE) Program Coordinator II: \$7,056 (.50 FTE)</p> <p>Total: \$16,800 (100% federal)</p> <p>Fringe benefits are cost allocated: 22% E&T 78% TANF</p>
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>MOU with GDOL/AJC (7/01/24 – 6/30/27): \$52,000 (100% federal)</p> <p>Total: \$52,000 (100% federal)</p> <p>Participant Training/ Workshop: \$20,000</p>

	<p>(\$10,000 local/federal)</p> <p>PSA Video Production (to heighten awareness, educate public, and increase E&T enrollment): \$3,500 (\$1,750 local/federal)</p> <p>Social Media Ad Boosting of PSA Videos (to heighten awareness, educate public, and increase E&T enrollment): \$9,600 (\$4,800 local/federal)</p> <p>Program Promotional Items (to engage with clients and motivate their interest in E&T): \$4,000 (\$2,000 local/federal)</p> <p>PHPro Maintenance Service (to cost allocate for maintenance service of WPS module): \$3,816 (\$1,908 local/federal)</p> <p>Business Cards (to provide clients with contact information of GDOL case managers and serve as a direct marketing tool): \$1,200 (\$600 local/federal)</p> <p>Development of Guam SNAP E&T logo branding and educational materials, and printing</p>
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	<p>services of materials (i.e., brochures, posters, flyers)(to promote and heighten awareness of Guam's SNAP E&T services and capture participants' interest in the E&T program): \$7,000 (\$3,500 local/federal)</p> <p>Workstation, filing cabinet, and bookshelf, to include installation services (for the PCIV who is co-located at GDOL): \$8,800 (\$4,400 local/federal)</p> <p>Total: \$57,916 (\$28,958 local; federal)</p>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>General Office Supplies (battery back-ups, xerox paper, surge protector, folders): \$1,000 (\$500 local/federal)</p> <p>Laptop: \$3,200 (\$1,600 local/federal)</p> <p>Microsoft Office Pro Software (for laptop): \$400 (\$200 local/federal)</p> <p>Adobe Acrobat Pro Software (for laptop): \$600 (\$300 local/federal)</p> <p>Total: \$5,200 (\$2,600 local/federal)</p>

Materials: Describe materials to be purchased with E&T funds.	NA
Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	NA
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	NA
Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	

Indirect Costs. 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 cognizant agency, include the approval letter as an attachment to the E&T State plan.

NA

Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement). Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

<p>Transportation and Other Costs:</p> <ul style="list-style-type: none"> • Transportation: <ul style="list-style-type: none"> ○ \$120,000 (\$60,000 local; \$60,000 federal) • Work-related: <ul style="list-style-type: none"> ○ \$40,000 (\$20,000 local; \$20,000 federal) • Total: \$160,000 (\$80,000 local; \$80,000 federal) <p>Dependent Care:</p> <ul style="list-style-type: none"> • Child care: \$2,400 (\$1,200 local; \$1,200 federal) <p>Total Participant Reimbursements: \$162,400 (\$81,200 local; \$81,200 federal)</p> <p>Based on a projection of 100 participants.</p>
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APPENDIX A

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
AND
THE GUAM DEPARTMENT OF LABOR**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into by and between the Guam Department of Public Health and Social Services, hereinafter referred to as the DPHSS whose mailing address is 155 Hesler Place, Hagatna, Guam and the Guam Department of Labor, hereinafter referred to as the GDOL whose mailing address is 414 West Soledad Avenue, Suite 808, GCIC Bldg., Hagatna, Guam 96910.

PURPOSE

The purpose of this MOU is to partner and leverage resources available through the American Job Center (AJC) to successfully carry out the required activities of the Guam Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program.

WHEREAS, the purpose of the GDOL shall be to foster, promote, and develop the welfare of the wage earners of Guam, to improve their working and living conditions, and to advance their opportunities for occupational training and profitable employment;

WHEREAS, 22 GCA §1302 establishes the Division of Workforce Development and Training within the GDOL responsible for the coordination of manpower needs, assessment and employment programs funded under the provisions of local statutes and of federal statutes;

WHEREAS, the parties to this Agreement are partners of Guam's AJC whose vision is to empower individuals to be preferred employees through a shared community vision which brings opportunities to Guam's workforce to achieve and sustain a better quality of life;

WHEREAS, the parties agree to coordinate and support the One-Stop system's employment and training services on Guam. The One-stop system provides integrated services for education, employment, training and supportive services to local residents of Guam. The One-Stop system is operated pursuant to the statutes and regulations of the Workforce Innovation and Opportunity Act and various local laws;

WHEREAS, the DPHSS is a recipient of the SNAP E&T grant, under the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS), Section 6 of the Food and Nutrition Act of 2008, as amended, (the Act) provides that each state shall implement an employment and training program for the purpose of assisting members of SNAP households in gaining skills, training, work or experience that will increase their ability to obtain, maintain, and advance in unsubsidized employment;

WHEREAS, DPHSS has the responsibility for monitoring SNAP E&T Program federal funds' statutory and regulatory requirements, which are passed through to GDOL as a sub-recipient;

WHEREAS, the designated eligibility determination entity is the DPHSS' Division of Public Welfare (DPW), Bureau of Economic Security (BES), Work Programs Section (WPS), SNAP E&T which is a mandated partner in approving and administering SNAP-related work programs and activities;

WHEREAS, the parties combined WIOA State Plan 2020-2023 by the U.S. Department of Labor expires on June 30, 2024. See the U.S. Department of Labor Training and Employment Guidance Letter (TEGL) WIOA No. 04-21:

<https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-04-21>

WHEREAS, the parties new combined WIOA State Plan 2024-2027, by the U.S. Department of Labor, begins July 1, 2024. See the U.S. Department of Labor Training and Employment Guidance Letter (TEGL) WIOA No. 04-23:

<https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-04-21>

WHEREAS, the parties combined WIOA State Plan is authorized by U.S. Department of Labor on a multi-year program basis, and DPHSS SNAP E&T's U.S. Department of Agriculture, FNS SNAP Guam Employment Training federal funding, is part of an annual funding program, from October 1st through September 30th.

WHEREAS, there currently is a new multi-year combined WIOA State Plan (2024-2027) anticipated to be approved, and commence on PY July 1, 2024 and ending on June 30, 2027, and in August of 2024 DPHSS SNAP E&T begins its process for its new funding year FY 2025 which begins October 1, 2024 and ending September 30, 2025.

WHEREAS, DPHSS SNAP E&T and GDOL partner and cooperate in keeping with the purposes and all applicable terms and conditions of both the current and changing program multi-year combined WIOA State Plan, and the current and changing annual fiscal funding year for FNS SNAP E&T State Plan.

WHEREAS, the USDA FNS SNAP E&T Program federal funds have federal statutory, regulatory, rules, guidelines, requirements, and assurances, which DPHSS as the pass-through entity flows through to GDOL as the sub-recipient of the funds.

NOW THEREFORE, the parties in consideration of mutual covenants hereinafter set forth, agree as follows:

PART I - DPHSS AND GDOL PROJECT TITLE: SNAP E&T AND AJC PARTNERSHIP

The parties intend for this MOU to be an umbrella agreement as to any remaining period under Guam's Combined WIOA State Plan for Program Years 2020-2023 ending on June 30, 2024. This MOU when it comes into effect will replace the prior MOU umbrella agreement in place between the parties. The parties also intend for this MOU, to be an umbrella agreement as to any new Combined WIOA State Plan for Program Years 2024-2027, when it

comes into effect. The parties incorporate by reference the relevant Combined WIOA State Plan is a related document on GDOL's website located at: <https://dol.guam.gov/employment-and-training/gwdb/>.

The parties intend for this to be an umbrella agreement as to the Guam USDA FNS State Plan for FY 2024; i.e. the annual funding for the SNAP E&T Program and AJC partnership through DPHSS' 50% USDA FNS SNAP E&T and local funds under the Guam USDA FNS SNAP State Plan for FY 2024 ending September 30, 2024, as set forth in detail in this MOU, as well as to any new annual fiscal year funding for the Guam USDA FNS SNAP State Plans put in place between DPHSS and GDOL.

GDOL is the sub-recipient of pass-through USDA FNS SNAP E&T federal and local funds from DPHSS. GDOL shall comply with all of the requirements for those funds.

Attached hereto and incorporated herein:

- Attachment A: Work Request
- Attachment B: Notice of Grant Award(s)
- Attachment C: Subaward Data Sheet
- Attachment D: Grant Standard Terms and Conditions
- Attachment E: Non-discrimination Compliance (Title 7, subtitle B, Chapter II-Subchapter C - Part 272.6) also included in the terms and conditions (Attachment C). www.ascr.usda.gov/complaint.
- Attachment F: Guam SNAP E&T Federal Fiscal Year (FFY) 2024 State Plan, including: Assurance Statements, Acronyms, State E&T Program Operations and Policy Overview, E&T Component Detail, Estimated Participant Levels, Summary of Partnerships and/or Contracts, Contractor Detail Addendum, Operating Budget and Budget Narrative, Budget Narrative and Justifications. Please note this attachment is the most recent Guam SNAP E&T State Plan but the applicable document for the length of this MOU will be the most current State Plan, which will be updated and approved annually.

Not attached but incorporated by reference:

- SNAP Program Website: www.fns.usda.gov/snap/supplemental-nutrition-assistance-program-snap
- SNAP E&T Guidance:
 - SNAP E&T Toolkit
 - Employment and Training Handbook- June 2017
 - SNAP E&T Operations Handbook-June 2018
 - Q&A Package on E&T Financial Policy-May 2006
 - Guide to Serving ABAWDs Subject to Time-Limit Participation
- Guam DOL Materials:
 - Modifications to Guam's WIOA Combined State Plan for Program year 2020-2023
 - Approval Letter from U.S. DOL ETA on Guam's WIOA & WP Performance Targets for PY2018 & PY2019
 - Guam's Combined State Plan for Program Years 2024-2027 (under review)
 - Guam's Workforce Integrated Plan: PY2012-2016
 - Guam's Response to the December 2013 Enhanced Desk Monitoring Review

- 2014_GWDB resolution/ 2014-002 “A Resolution relative to the Enhanced Desk Monitoring Review (EDMR) concern establishing the Resource Sharing Agreement (RSA) and amending the current One-Stop Career Center Memorandum of Understanding (MOU) to include the defined cost allocation for all American Job Center partners.”
- Approval Letter from U.S. DOL ETA on Guam’s WIA & WP Performance Targets for PY2015

PART II - SCOPE OF SERVICES- RESPONSIBILITIES OF THE PARTIES

The DPHSS and GDOL Project Title: SNAP E&T and AJC Partnership: Increases SNAP E&T’s opportunity to advocate for the unique needs of SNAP clients in the Guam Workforce Development system; enhances the collaboration between other AJC workforce programs; allows AJC to work directly with SNAP E&T to market, conduct skills assessments, and help SNAP participants access the full range of services available through the AJC system. Pursuant to the WIOA, the AJC includes an enhanced “priority of service” requirement to ensure that public benefit recipients and other hard-to-serve populations receive priority service for WIOA career and training services through the AJC system.

DPHSS Shall:

1. Screen all SNAP applicants and recipients to determine whether it is appropriate, based on DPHSS’ criteria, to refer the individual to the SNAP E&T program.
2. Notify SNAP applicants and recipients of the benefits, purpose, intent, and requirements of the SNAP E&T.
3. Process direct referrals for individuals whose first point of contact is with DPHSS and refer to GDOL as soon as practicable.
4. Process reverse referrals for individuals who first interact with E&T through a provider to work through the DPHSS Work Programs Section to verify SNAP and/or E&T eligibility.
5. Provide PHPro system access to appropriate GDOL staff.
6. Provide training for GDOL staff to access SNAP participation information, document participant reimbursement requests and generate certification requests.
7. Provide training to GDOL staff in all necessary aspects of SNAP E&T program, including but not limited to PHPro, E&T components, participant reimbursement requirements, PHPro Rules of Behavior, Personal Identifiable Information (PII), and confidentiality.
8. Process the supportive services direct payments for transportation, ancillary, and childcare services.
9. Maintain and control all documented transactions between DPHSS and GDOL.
10. Transmit the change status of all referrals to GDOL within 10 working days.
11. Receive and take appropriate action on status reports from GDOL.
12. Complete and submit the FNS-583 report as required.
13. Co-locate staff at the AJC at least twice a week to ensure program monitoring and provide staff guidance and case consultation.
14. Monitor MOU requirements regularly as determined by DPHSS.
15. Track and manage overall budget and expenses.

16. Rebrand the Guam SNAP E&T program.

GDOL Shall:

1. Provide Employment Development Workers (EDW) whose primary duties and responsibilities shall be to conduct orientations, intake, assessments (including the need for support services), place clients in appropriate SNAP E&T component (or refer to other partners as appropriate), and provide mandatory case management. Placement in a SNAP E&T component must be completed within 30 calendar days of the referral from DPHSS to GDOL.
2. Attend DPHSS training opportunities for EDWs which could include on-island trainings, off-island trainings, webinars, etc. Funding for these trainings will be provided by DPHSS if available and applicable.
3. Utilize the Business Services Unit to ensure SNAP E&T customers have access to public and private sector employment opportunities. This should include and prioritize high-wage, high-demand opportunities as appropriate.
4. Utilize GDOL's Community Outreach staff to develop program flyers and informational handouts tailored to SNAP E&T participants when requested by DPHSS.
5. Verify on PHPro the individual's SNAP eligibility and also ensure they are receiving benefits before providing SNAP E&T services or authorizing participant reimbursements. Must ensure that the individual has been referred by DPHSS and if not, to contact the E&T Program to process the E&T referral.
6. Perform the following activities for all E&T participants and ensure they are captured and documented in the HireGuam website which is the official job bank for the island of Guam:
 - a. Complete intake process, orientation, and initial assessment.
 - b. Ensure customers are registered and have a completed resume.
 - c. Assess expected needs for support service.
 - d. Develop a Objective Assessment Summary/Individual Employment Plan.
 - e. Place into appropriate component/activity (inclusive of subsidized training).
 - i. Provide occupational-related testing, job placement services, supervised job search and/or job search training, job enhancement, and/or job development activities, as appropriate.
 - f. Provide case management services, monitor progress, and provide counseling and other services as needed (at least monthly).
7. Ensure SNAP E&T participants are included in:
 - a. GDOL job placement
 - b. Job fairs
 - c. Specialized recruitments
 - d. All other economic development initiatives
8. Complete referrals for training or additional services including but not limited to:
 - a. Guam Community College (Adult Education, Workforce Development, bootcamps, and/or other credit or non-credit training programs)
 - b. Guam Trades Academy
 - c. Other Eligible Training Programs/Providers List (ETPL) partners as appropriate
9. Supplement DPHSS provided supportive services as funding and resources allow.

10. Review, validate, and input participation hours and authorize support services (i.e. child care assistance, transportation, and work-related reimbursements), in the PHPro system within 5 working days upon receipt of this information from the client. All original Participant Reimbursement Request forms will be routed to DPHSS SNAP E&T Program to process direct payments. DPHSS shall maintain all original documentation related to SNAP E&T and GDOL will upload the same documents on HireGuam in each participant's file.
11. Provide monthly feedback to DPHSS on status of all participants and weekly feedback on participants who are struggling to complete their assigned activity, including recommendations on whether SNAP E&T participation is appropriate, whether other components would be a better fit, and/or whether there are additional barriers to participation that need to be addressed.
12. Provide monthly updates on SNAP E&T expenses.
13. Provide access to the Virtual One Stop System (VOSS) for all SNAP E&T participants at no charge.
14. Provide access to the HireGuam system for appropriate DPHSS staff.
15. Provide training on HireGuam for DPHSS staff to effectively utilize the system and the reporting tools.
16. Provide training for DPHSS staff on labor market information, WIOA, and other aspects of the program as necessary.
17. Provide DPHSS with data outcomes to ensure at least 20% of SNAP E&T participants become gainfully employed or have earned a credential within 18 months of the development of their Individual Employment Plan (IEP).
18. Provide copies of SNAP E&T financial expenditures to DPHSS on a monthly basis.
19. Refer potentially eligible clients to DPHSS Certification Unit to apply for SNAP.
20. Assess capacity to pursue the use of a 50/50 model to draw down additional federal funds and expand service capacity.
21. Create opportunities for improved linkage to WIOA Title I via co-enrollment or sequential enrollment and report to DPHSS monthly.
22. Ensure E&T participants receive priority of services; E&T participants are WIOA's target population.
23. Ensure linkages to statewide apprenticeship initiatives, including those involving Guam DOL, Guam Community College, and Guam Trades Academy.
24. Ensure that all staff working with SNAP E&T participants have been appropriately trained in Civil Rights. GDOL can reach out to DPHSS if assistance is needed on training.

DPHSS and GDOL Shall:

1. Provide orientations for SNAP E&T participants to be determined by both entities as needed.
2. Develop promotional/informational materials.
3. Attend regular staff meetings as determined by DPHSS and GDOL.
4. Work together to continually improve processes, services and overall aspects of partnership.
5. Align and utilize SNAP E&T components to GDOL activity codes to track and match the activities of participants and generate reports.
6. Work to increase referrals to the Guam Trades Academy and Guam Community College and explore the process for drawing down additional 50/50 reimbursement

funds.

7. Review HireGuam reports to track progress on MOU, participation, services, and goal attainment.
8. Assess need for case management training among GDOL staff.

PART III - GOALS RELATED TO SNAP E&T PARTICIPANTS

1. WIOA Title I Co-Enrollment: 75% of participants
2. Overall Participation:
 - a. Year 1: 60+ participants
 - b. Year 2: 80+ participants
 - c. Year 3: 100+ participants
3. Target Population (18 – 59-year- old):
 - a. Year 1: 60%
 - b. Year 2: 70%
 - c. Year 3: 80%
4. Component Goals:
 - a. Training/Classroom (including bootcamps, pre-apprentice, or vocational education):
 - i. Year 1: 20% of participants
 - ii. Year 2: 25% of participants
 - iii. Year 3: 30% of participants
 - b. Work Experience/Work Activity in Unsubsidized Employment
 - i. Year 1: 25% of participants progressing
 - ii. Year 2: 30% of participants progressing
 - iii. Year 3: 35% of participants progressing
 - c. Apprenticeships:
 - i. Year 1: 1+ participants
 - ii. Year 2: 2+ participants
 - iii. Year 3: 3+ participants

PART IV - OPERATING BUDGET AND WORK PLAN

The Federal Fiscal Year 2024 operating budget and work plan for this Agreement is in the amount of \$52,000, as is set forth in: the USDA FNS approved Guam SNAP SNAP E&T Program Fiscal Year 2024; the Grant Notice of Award(s) and the Grant Data Notice. Fiscal Year 2024 federal funds must be obligated by September 30, 2024 and expended by December 29, 2024.

Financial Management. GDOL shall maintain a financial management system and financial records and shall administer funds received pursuant to this MOU in accordance

with all applicable federal and state requirements. GDOL shall maintain detailed, itemized documentation and records of all income received and expenses incurred pursuant to this MOU.

Limitations on Expenditures. GDOL shall not be reimbursed or otherwise compensated for any expenditures incurred or services provided prior to the Effective Date or following the earlier of the expiration or termination of this MOU. DPHSS shall only reimburse GDOL for documented expenditures incurred during the MOU Term that are: (i) reasonable and necessary to carry out the Guam SNAP E&T services; (ii) documented by contracts or other evidence of liability consistent with established Guam SNAP E&T and GDOL procedures; and (iii) incurred in accordance with all applicable requirements for the expenditure of funds payable under this MOU.

DPHSS Responsibilities. DPHSS shall monitor, evaluate and provide guidance and direction to GDOL in the conduct of the approved services performed under this MOU. DPHSS has the responsibility to determine whether GDOL has spent funds in accordance with applicable laws, regulations, including the federal audit requirements and agreements and shall monitor the activities of GDOL to ensure that subrecipient has met such requirements. DPHSS may require GDOL to take corrective actions if deficiencies are found.

GDOL Responsibilities. GDOL shall permit DPHSS to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, funding sources guidelines or by the terms and conditions of the applicable Notice of Prime Award, and GDOL agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and American Job Center board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of this MOU. GDOL shall cooperate fully with any reviews or audits of the activities under this MOU by authorized representatives of DPHSS, USDA FNS, the U.S. Government Accountability Office or the Comptroller General of the United States, and the Guam Public Auditor and GDOL agrees to ensure to the extent possible the cooperation of its agents, employees and the American Job Center board members in any such reviews and audits. This provision shall survive the expiration or termination of this MOU.

Record Retention and Access. GDOL shall maintain all records, books, papers and other documents related to its performance of approved services under this MOU (including without limitation personnel, property, financial and medical records) for a period of three (3) years following the date that DPHSS makes the last payment to GDOL under this MOU, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving this MOU. GDOL shall make all records, books, papers and other documents that relate to this MOU available at all reasonable times for inspection, review and audit by the authorized representatives of DPHSS, USDA FNS, the U.S. Government Accountability Office and the Comptroller General of the United States, and the Guam Public Auditor.

PART V - COMPENSATION

Compensation will be made through the Government of Guam's Intra-Government of Guam Work Request incorporated as Attachment A and through formal amendment to this MOU where required.

PART VI - PROJECT TERM

1. The MOU is effective on the date last signed by the Governor of Guam ("the Effective Date") and continues through June 30, 2027, and any extension period under the applicable federal programs.
2. Any Fiscal Year 2024 federal funds must be encumbered by September 30, 2024 and expended by December 29, 2024.
3. Fiscal Year 2025 federal funds are only anticipated future funding at this time. The *Guam SNAP Employment and Training Program (E&T) Federal Fiscal Year 2025*, USDA FNS SNAP E&T application/plan/budget will be submitted in August/September of 2024. Any Fiscal Year 2025 funds will be subject to any USDA FNS SNAP E&T federal grant terms and conditions at that time, and the application/budget plan, as approved by USDA FNS SNAP E&T.
4. Certification of funds may be made to increase the encumbrance as the grant awards are received.
5. The parties will through subsequent written Guam Intra-Governmental Work Request (incorporating the approved federal application/plan/budget and grant terms and conditions) subgrant any Fiscal Year 2024 funds that become available to DPHSS, conditioned upon the continued satisfactory performance of GDOL in meeting the objectives of the grant funds.
6. Federal Funds Contingency - Payment pursuant to this Agreement, if in federal funds, whether in whole or in part, is subject to and contingent upon the continuing availability of federal funds for the purposes hereof. In the event that said funds, or any thereof, become unavailable as reasonably determined by DPHSS, DPHSS, may suspend this Agreement or the portion affected hereby for ninety (90) days or amend it accordingly.

PART VII - TERMINATION

This MOU may be cancelled by either party upon thirty (30) calendar day's prior written notice to the other party.

PART VIII - AMENDMENT

This Agreement may be amended in writing but must be signed by both parties and is subject to the approval of the Governor of Guam.

PART IV - FEDERAL GRANT TERMS AND CONDITIONS

1. Guam SNAP E&T is a USDA FNS SNAP E&T federally funded program. Federal funds are “passed through” to GDOL by DPHSS.
2. GDOL shall perform all activities funded by this MOU in accordance with Part I above, and the OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR Part 200, incorporated herein as if fully rewritten.
3. **Royalty-Free Rights to Use Software or Documentation Developed.** The federal government reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal government purposes, the copyright in any work developed under a grant, sub- grant, or contract under a grant or sub-grant or any rights of copyright to which a contractor purchases ownership.
4. **Nondiscrimination.** GDOL agrees to comply with the USDA FNS SNAP Federal Funds nondiscrimination requirements set forth in 7 CFR §272.6, (ATTACHMENT D). **GDOL agrees to follow DPHSS SNAP’s fair hearing process, and reporting requirements.** Both parties agree not to discriminate against any applicant or participant in any aspect of program administration, including, but not limited to, the certification of households, the issuance of coupons, the conduct of fair hearings, or the conduct of any other program service **for reasons of age, race, color, sex, disability, religious creed, national origin, or political beliefs.** Discrimination in any aspect of program administration is prohibited by these regulations, the Food and Nutrition Act of 2008, the Age Discrimination Act of 1975 (Pub. L. 94-135), the Rehabilitation Act of 1973 (Pub. L. 93-112, section 504), Americans with Disabilities Act of 1990 (42 U.S.C. 12101), Title VI of the Civil Rights Act of 1964 (42 U.S.C.2000d), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 *et seq.*). Enforcement action may be brought under any applicable Federal law. Title VI complaints shall be processed in accordance with 7 CFR part 15.
5. 2 CFR Part 200 Contract Clauses.

To the extent applicable the following Federal fund contract terms will apply to this procurement.

§ 200.317 Procurement by states.

When procuring property and services under a federal award, a state must follow the same policies and procedures it uses for procurement from its non-Federal funds. The state will comply with § 200.322 Procurement of recovered materials and ensure that every purchase order or other contract includes any clauses required by § 200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§ 200.318 General procurement standards through 200.326 Contract provisions.

§ 200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation Act. The requirements of § 6002 include

procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeding \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200— Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- A. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- B. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, as amended by Executive Order 11375, and implementing regulations at 41 CFR part 60.
- D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by

any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or non-profit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR part 401 and any implementing regulations issued by the awarding agency.
- G. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR part 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier

certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. See § 200.322 Procurement of recovered materials.

K. The parties intend for all other terms and conditions in the MOU to remain the same.

SIGNATURE PAGE FOLLOWS


IN WITNESS THEREOF, the parties have agreed to be bound by the provisions of this Agreement on the dates indicated after their respective signatures:

Government of Guam:
Authorized Representative
Name, Title, and Department

Government of Guam:
Authorized Representative
Name, Title, and Department



DAVID DELL'ISOLA
Director, Department of Labor



PETER JOHN D. CAMACHO, MPH Theresa Arriola
Acting Director, Department of Public Health
and Social Services


Date: 6/10/24

Date: 6/21/24


Certification of Funding Availability:

APPROVED:

**CLEARED PER
BBMR'S REVIEW**



MARGARET AGULFO
Certifying Officer, Department
of Public Health & Social Services



LESTER L. CARSON, JR.
Director, Bureau of Budget and Management
Research

Date: 6/11/24

Date: JUN 27 2024

Account No. 510E241725ST103/280
Amount: \$30,053.00 ✓
Document No.: C24-1700-056
Vendor No.: 22400000
Certification Period: October 1, 2023 through September 30, 2024


RECEIVED
10:52am
JUN 25 2024
24-7.17.0036
Bureau of Budget and
Management Research

~~APPROVED AS TO LEGALITY AND FORM:~~

~~DOUGLAS B. MOYLAN
Attorney General of Guam~~

~~Date: _____~~

APPROVED:



LOURDES A. LEON GUERRERO
Governor of Guam

Date: 7/2/2024



Attachment A
RECEIVED

INTRA - GOV'T OF GUAM WORK REQUEST



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT SYSTEM

JUN 25 2024

Bureau of Budget and Management Research

Original Request
 Amendment No.:

GFMIS ACCOUNT: _____

FROM Department of Public Health & Social Services <small>ORIGINATING DEPT.</small>		FROM ACCOUNT NO. WR24-1700-014 ⁽²⁸⁰⁰⁰¹⁻¹⁰¹⁻²⁴⁻¹⁷⁰⁵¹⁰³⁾ <small>(22 characters only)</small>	
TO Guam Department of Labor <small>ACCEPTING DEPT.</small>		TO ACCOUNT NO. 5101E241725ST103/280 ^{JOB 2400} <small>(22 characters only)</small>	
AMOUNT AUTHORIZED \$30,053.00		CONTROL NUMBER 22400000 ^{WR 24-1700-014} <small>(10 characters only)</small>	
DESIRED COMPLETION DATE 09/30/2024 <small>MM/DD/YYYY</small>	OBLIGATION END DATE 09/30/2024 <small>MM/DD/YYYY</small>	EXPENDITURE END DATE 12/31/2024 <small>MM/DD/YYYY</small>	

WORK / SOURCE DESCRIPTION / or AMENDMENT JUSTIFICATION : [Program Title] **DPHSS SNAP E&T & AJC Partnership**
 Memorandum of Understanding between the Department of Public Health and Social Services and the Guam Department of Labor, American Job Center (AJC) to provide services for the Supplemental Nutrition Assistance Program (SNAP) participants to increase their opportunities in the Guam workforce development system, conduct skill assessments, and help participants access the full range of career and training services available through the AJC systems for FY2024. See MOU.

CERTIFICATION OF FUNDS AVAILABILITY		REQUESTING OFFICIAL	
MARGARET AGULTO, ASD CERTIFYING OFFICER'S NAME / SIGNATURE	<i>[Signature]</i> DATE 6/11/24	PETER JOHN B. GAMACHO, MPHT REQUESTING OFFICIAL'S NAME / SIGNATURE	<i>[Signature]</i> DATE 6/21/24

COST BREAKDOWN				
OBJECT CLASSIFICATION	ORIGINAL	AMENDMENT	RESERVE	AMOUNT
6111001 - SALARIES & WAGES	\$ 12,133.00	\$	\$	\$ 12,133.00
6112001 - OVERTIME				0.00
6113001 - FRINGE BENEFITS	8,257.00			8,257.00
6220001 - TRAVEL				0.00
6230001 - CONTRACTUAL SERVICES				0.00
6240001 - SUPPLIES & MATERIAL	1,027.00			1,027.00
6250001 - EQUIPMENT				0.00
6361001 - POWER				0.00
6362001 - WATER				0.00
6363001 - TELEPHONE	500.00			500.00
6450001 - CAPITAL OUTLAY				0.00
- [OTHER]	8,136.00			8,136.00
TOTAL	\$ 30,053.00	\$ 0.00	\$ 0.00	\$ 30,053.00

REMARKS: CLEARED PER BBMR'S REVIEW	ACCEPTING DEPT / AGENCY USE ONLY REMARKS:	DOA USE ONLY
	REVIEWED BY _____ DATE _____	REVIEWED BY _____ DATE _____
Lester L. Carlson, Jr., Director APPROVED BY <i>[Signature]</i> DATE JUN 27 2024	David Dell'Isola, Director, GDOL ACCEPTED BY <i>[Signature]</i> DATE 6/10/24	APPROVED BY _____ DATE _____

Results

Budget control dimension values	Dimension descriptions	Budget funds avail...	Total revised budget	Total actual expendi...
6111001-101-24-1725103	REGULAR SALARY-FEDERAL GRANT FUND-FISCAL...	17,865.19	48,261.00	30,395.81
6113001-101-24-1725103	FRINGE-FEDERAL GRANT FUND-FISCAL YEAR 202...	5,277.21	20,224.00	14,946.79
6280001-101-24-1725103	SUB-RECIPIENT/GRANTS-FEDERAL GRANT FUND-...	30,053.00	30,053.00	0.00

1. GRANTOR AGENCY: USDA - Food and Nutrition Service		2. APPROPRIATION: See below under Appropriation column					
3. GUAM DEPT PUBLIC HLTH SOC 123 CHALAN KARETA, ROUTE 10 MANGILAO GU 96913 VENDOR NO. S1493901 000		4. TITLE OF GRANT: SNAP (1 Year)					
5. APPORTIONMENT YEAR: 2024 GAD NUMBER: 7GU400GU4 AMENDMENT: 000		6. ESTIMATED ANNUAL GRANT AWARD:					
7. GRANT PERIOD FROM: 10/01/2023 GRANT PERIOD TO: 09/30/2024							
APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
1243505	247GUGU4S2514	202424S251447	- SNAP SAE (O)	10.561	\$0.00	\$1,699,814.00	\$1,699,814.00
1243505	247GUGU4S2519	202424S251947	- SNAP E&T 50% OPER. (O)	10.561	\$0.00	\$7,272.02	\$7,272.02
1243505	247GUGU4S2520	202424S252047	- SNAP E&T 50% PART. REI	10.561	\$0.00	\$12,100.00	\$12,100.00
Total:					\$0.00	\$1,719,186.02	\$1,719,186.02

9. SPECIAL INSTRUCTIONS/COMMENTS
Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers(ABA/RTN) and bank account numbers have been entered into the ASAP.gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered the incorrect ABA/RTN or bank account number information.

10. AUTHORIZATION
ALLOWANCE HOLDER (DESIGNEE)
FNS Western Regional Office
Food and Nutrition Service
90 Seventh Street
Suite 10-100
San Francisco CA 94103
Telephone: (415)705-1341

SIGNATURE: - Electronically Signed by - SOPHIE LATIF

DATE: 10/06/2023

TELEPHONE NO: 415-645-1917

1. GRANTOR AGENCY: USDA - Food and Nutrition Service		2. APPROPRIATION: See below under Appropriation column					
3. GUAM DEPT PUBLIC HLTH SOC 123 CHALAN KARETA, ROUTE 10 MANGILAO GU 96913 VENDOR NO. S1493901 000		4. TITLE OF GRANT: SNAP (1 Year)					
5. APPORTIONMENT YEAR: 2024 GAD NUMBER: 7GU400GU4 AMENDMENT: 001		6. ESTIMATED ANNUAL GRANT AWARD:					
7. GRANT PERIOD FROM: 10/01/2023 GRANT PERIOD TO: 09/30/2024							
APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
1243505	247GUGU4S2514	202424S251447	- SNAP SAE (O)	10.561	\$1,699,814.00	\$0.00	\$1,699,814.00
1243505	247GUGU4S2519	202424S251947	- SNAP E&T 50% OPER. (O)	10.561	\$7,272.02	\$11,862.98	\$19,135.00
1243505	247GUGU4S2520	202424S252047	- SNAP E&T 50% PART. REI	10.561	\$14,171.00	\$0.00	\$14,171.00
Total:					\$1,721,257.02	\$11,862.98	\$1,733,120.00

9. SPECIAL INSTRUCTIONS/COMMENTS

Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers(ABA/RTN) and bank account numbers have been entered into the ASAP.gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered the incorrect ABA/RTN or bank account number information.

FFY24 SNAP Q1 CR 2 Funding

10. AUTHORIZATION ALLOWANCE HOLDER (DESIGNEE)		SIGNATURE: - Electronically Signed by - ARTURO BAJA	
FNS Western Regional Office Food and Nutrition Service 90 Seventh Street Suite 10-100 San Francisco CA 94103 Telephone: (415)705-1341		DATE: 11/28/2023	TELEPHONE NO:

1. GRANTOR AGENCY: USDA - Food and Nutrition Service		2. APPROPRIATION: See below under Appropriation column					
3. GUAM DEPT PUBLIC HLTH SOC 123 CHALAN KARETA, ROUTE 10 MANGILAO GU 96913 VENDOR NO. S1493901 000		4. TITLE OF GRANT: SNAP Contingency (2 Year)					
5. APPORTIONMENT YEAR: 2024 GAD NUMBER: 7GU430GU4 AMENDMENT: 002		6. ESTIMATED ANNUAL GRANT AWARD:					
7. GRANT PERIOD FROM: 10/01/2023 GRANT PERIOD TO: 09/30/2024							
APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
124-53505	247GUGU4Q7503	202424Q750347	- SNAP 2YR E&T 100% (O)	10.561	\$57,813.92	\$0.00	\$57,813.92
123-43505	247GUGU4Q7503	202423Q750347	- SNAP 2YR E&T 100% (O)	10.561	\$0.00	\$3,723.69	\$3,723.69
Total:							\$61,537.61

9. SPECIAL INSTRUCTIONS/COMMENTS
Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers(ABA/RTN) and bank account numbers have been entered into the ASAP gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered the incorrect ABA/RTN or bank account number information.

10. AUTHORIZATION
ALLOWANCE HOLDER (DESIGNEE)
FNS Western Regional Office
Food and Nutrition Service
90 Seventh Street
Suite 10-100
San Francisco CA 94103
Telephone: (415)705-1341

SIGNATURE: - Electronically Signed by - SOPHIE LATIF

DATE: 02/16/2024 TELEPHONE NO: 415-645-1917

1. GRANTOR AGENCY: USDA - Food and Nutrition Service		2. APPROPRIATION: See below under Appropriation column					
3. GUAM DEPT PUBLIC HLTH SOC 123 CHALAN KARETA, ROUTE 10 MANGILAO GU 96913 VENDOR NO. S1493901 000		4. TITLE OF GRANT: SNAP (1 Year)					
5. APPORTIONMENT YEAR: 2024 GAD NUMBER: 7GU400GU4 AMENDMENT: 002		6. ESTIMATED ANNUAL GRANT AWARD:					
7. GRANT PERIOD FROM: 10/01/2023 GRANT PERIOD TO: 09/30/2024							
APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
1243505	247GUGU4S2514	202424S251447	- SNAP SAE (O)	10.561	\$1,699,814.00	\$0.00	\$1,699,814.00
1243505	247GUGU4S2519	202424S251947	- SNAP E&T 50% OPER. (O)	10.561	\$19,135.00	\$0.00	\$19,135.00
1243505	247GUGU4S2520	202424S252047	- SNAP E&T 50% PART. REI	10.561	\$12,100.00	\$2,071.00	\$14,171.00
Total:					\$1,731,049.00	\$2,071.00	\$1,733,120.00

9. SPECIAL INSTRUCTIONS/COMMENTS

Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers(ABA/RTN) and bank account numbers have been entered into the ASAP.gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered the incorrect ABA/RTN or bank account number information.

FFY24 SNAP Q1 CR 2 Funding

10. AUTHORIZATION ALLOWANCE HOLDER (DESIGNEE)		SIGNATURE: - Electronically Signed by - ARTURO BAJA	
FNS Western Regional Office Food and Nutrition Service 90 Seventh Street Suite 10-100		DATE: 11/28/2023	
San Francisco CA 94103 Telephone: (415)705-1341		TELEPHONE NO	

1. GRANTOR AGENCY: USDA - Food and Nutrition Service

2. APPROPRIATION: See below under Appropriation column

3. GUAM DEPT PUBLIC HLTH SOC
123 CHALAN KARETA, ROUTE 10
MANGILAO GU 96913
VENDOR NO. S1493901 000

4. TITLE OF GRANT: SNAP Contingency (2 Year)

5. APPORTIONMENT YEAR: 2024
GAD NUMBER: 7GU430GU4 AMENDMENT: 003

6. ESTIMATED ANNUAL GRANT AWARD:

7. GRANT PERIOD FROM: 10/01/2023
GRANT PERIOD TO: 09/30/2024

APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL	
124/53505	247GUGU4Q7503	202424Q750347	- SNAP 2YR E&T 100% (O)	10-561	\$57,813.92	\$6,435.00	\$64,248.92	
123/43505	247GUGU4Q7503	202423Q750347	- SNAP 2YR E&T 100% (O)	10-561	\$3,723.69	\$0.00	\$3,723.69	
Total:							\$61,537.61	\$67,972.61

9. SPECIAL INSTRUCTIONS/COMMENTS

Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers(ABA/RTN) and bank account numbers have been entered into the ASAP gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered the incorrect ABA/RTN or bank account number information.

FFY24 SNAP CR3 E<(>&<)>T 100% Funding

10. AUTHORIZATION ALLOWANCE HOLDER (DESIGNEE)

FNS Western Regional Office
Food and Nutrition Service
90 Seventh Street
Suite 10-100
San Francisco CA 94103
Telephone: (415)705-1341

SIGNATURE: - Electronically Signed by - ARTURO BAJA

DATE: 02/27/2024

TELEPHONE NO:

1. GRANTOR AGENCY: USDA - Food and Nutrition Service
2. APPROPRIATION: See below under Appropriation column

3. GUAM DEPT PUBLIC HLTH SOC
123 CHALAN KARETA, ROUTE 10
MANGILAO GU 96913
VENDOR NO. S1493901 000

4. TITLE OF GRANT: SNAP (1 Year)

5. APPORTIONMENT YEAR: 2024
GAD NUMBER: 7GU400GU4 AMENDMENT: 005

6. ESTIMATED ANNUAL GRANT AWARD:
7. GRANT PERIOD FROM: 10/01/2023
GRANT PERIOD TO: 09/30/2024

APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
1243505	247GUGU4S2514	202424S251447	- SNAP SAE (O)	10.561	\$1,785,244.00	\$0.00	\$1,785,244.00
1243505	247GUGU4S2519	202424S251947	- SNAP E&T 50% OPER. (O)	10.561	\$19,135.00	\$9,446.78	\$8,581.78
1243505	247GUGU4S2520	202424S252047	- SNAP E&T 50% PART. REI	10.561	\$28,342.00	\$0.00	\$28,342.00
Total:					\$1,832,721.00	\$9,446.78	\$1,842,167.78

9. SPECIAL INSTRUCTIONS/COMMENTS
Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers(ABA/RTN) and bank account numbers have been entered into the ASAP.gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered the incorrect ABA/RTN or bank account number information.
FFY24 SNAP CR3 Funding

10. AUTHORIZATION
ALLOWANCE HOLDER (DESIGNEE)
FNS Western Regional Office
Food and Nutrition Service
90 Seventh Street
Suite 10-100
San Francisco CA 94103
Telephone: (415)705-1341

SIGNATURE: - Electronically Signed by - SHAN HUANG

DATE: 01/24/2024

TELEPHONE NO:

Attachment C

Subaward Data

(i)	Subrecipient Name	Guam Department of Labor
(ii)	Subrecipient Unique Entity Identifier:	7789042920000
(iii)	Federal Award Identification Number (FAIN):	7GU-400GU4
(iv)	Federal Award Date of Award to the Recipient by the Federal Agency:	10/06/2023
(v)	Subaward Period of Performance Start Date:	See Part VI – Project Term of MOU
	Subaward Period of Performance End Date:	See Part VI – Project Term of MOU
(vi)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$52,000.00
(vii)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	\$52,000.00
(viii)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	\$52,000.00
(ix)	Federal Award Project Description:	For GDOL to provide services to SNAP participants by assisting them to become successful in the open job market, conduct skills assessments, and help access the full range of services available through the American Job Center system.
(x)	Name of Federal Awarding Agency:	U.S Department of Agriculture-Food and Nutrition Service
	Name of Pass-Through Entity:	Department of Public Health and Social Services/Division of Public Welfare/Bureau of Economic Security/Work Programs Section
	Contact Information for Federal Awarding Official:	USDA, Food and Nutrition Service, Western Region Office, 90 Seventh St., Suite 10-100, San Francisco, CA 94103 Phone (415) 705-1341
	Contact Information for [AGENCY] Authorizing Official:	PeterJohn D. Camacho, MPH, DPHSS Acting Director

		155 Hesler Place, Hagatna, Guam 96910 peterjohn.camacho@dphss.guam.gov (671) 922-2504
	Contact Information for [AGENCY] Project Director:	Carlos B. Pangelinan, Acting Chief Human Services Administrator, Department of Public Health and Social Services, Division of Public Welfare 155 Hesler Place, Hagatna, Guam 96910 Carlos.pangelinan@dphss.guam.gov (671) 300-7334
(xi)	CFDA Number and Name:	10.561
(xii)	Identification of Whether Subaward is R&D:	This is not a Research and Development award
(xiii)	Indirect Cost Rate for [AGENCY] Federal Award:	12.52%
	Subrecipient Indirect Costs:	See <u>Attachment E</u> – Approved Budget in the SNAP Guam SNAP Employment and Training Program Fiscal Year 2024

Attachment C

Recipient Name	XXXXXXXXXX
FNS Federal Agreement No.	XXXXXXXXXX

**FOOD & NUTRITION SERVICE
STANDARD TERMS AND CONDITIONS**

The USDA Food and Nutrition Service (hereinafter referred to as “Agency”) awards funding to <GRANTEE> (hereinafter referred to as “Recipient”). This award is made under the authority of <AUTHORITY>, Public Law <PUBLIC LAW NUMBER>. By acceptance of this award, the Recipient agrees to comply with the terms and conditions of the award listed below.

The Recipient will conduct the project as described in its submission of the Standard Form 424, 424A, proposal, including any subsequent revisions, amendments and/or clarifications. The Agency contact for this award is:

<GRANTS OFFICER>, Grants Officer
Grants and Fiscal Policy Division
3101 Park Center Drive, Suite 740
Alexandria, VA 22302
<Grant Officer e-mail>

Catalog of Federal Domestic Assistance Number: The Catalog of Federal Domestic Assistance Number for this project is: <10.XXX>

STANDARD TERMS OF THE AWARD

- 1. Funding:** The Agency will provide funds to the Grantee in the amount stated on the Grant/Cooperative Agreement Form FNS-529, Box 11, and as specified in the grant award letter, for use in accordance with this agreement. Funds will be provided at the Agency’s discretion through the Letter of Credit, Reimbursement, or in advance of need, upon receipt of a properly executed Grant/Agreement Form FNS-529.
- 2. Performance Period:** The period of performance for this project is listed on the Grant/Cooperative Agreement Form FNS-529, Box 20 and 21. The recipient may only incur allowable costs during the period of performance. Any costs incurred prior to the period of performance must be approved in writing by the Agency.

All funds must be obligated and all program activities under the agreement (other than activities related to the close out of the agreement) must be completed by the Expiration Date listed on the Grant/Cooperative Agreement Form FNS-529, Box 21. The closeout

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of the agreement must occur within 90 days of the expiration date, and all obligations incurred under the agreement must be liquidated by this date.

- 3. Amendments/Revisions and Budget Changes:** The Recipient may request an amendment or revision to the agreement, including the proposal, in writing at any time during the duration of the agreement. Prior approval is required for any revision of the scope or objectives of the project (regardless of whether there is an associated budget revision), changes in key personnel, such as the project director, disengagement from the project for more than three months (or a 25 percent reduction in time devoted to the project) by the project director, transfer of funds budgeted for participant support costs, the subawarding, transferring or contracting any work (unless approved in the submitted application package) or changes to budget line cost/expenditure. All amendments or revision must be submitted in writing to:

<GRANTS OFFICER>, Grants Officer
 Grants and Fiscal Policy Division
 3101 Park Center Drive, Suite 740
 Alexandria, VA 22302

The Recipient may transfer costs within the approved direct cost categories to meet unanticipated requirements. However, as required in 2 CFR 200.308(e) the Agency requires that prior approval be obtained for any budget revision that involves a shift of funds among line-items in excess of 10% of the total approved grant budget. Such revisions must be submitted in writing with a revised budget in the same format as the original budget. All other requirements within 2 CFR 200.308 shall also apply.

The Recipient must include justification with any proposed amendment/revision and budget changes. All requests for changes must be made at least 10 days before the end of the grant period. Any request received after this time will not be considered.

- 4. Non-agreement funds:** The Recipient may seek and apply for funds from other sources in support of the mission of the agreement.

REPORTING

- 5. Quarterly Progress Reports:** Progress reports must be sent to the Agency 30 days following the end of each quarterly period. These reports should cover the preceding quarterly period of activity. A final report identifying the accomplishments and results

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of the project is due 90 days after the end date of this Agreement. At a minimum, progress reports should include the following information:

- A narrative description of project progress, tasks completed, and roadblocks or problems;
- Reasons why goals and objectives were not met, if appropriate, particularly at predefined go/no-go decision points, and justification of decision to proceed;
- Discuss the budget impact and/or costs associated within this reporting period;
- List key activities planned for the next report period;
- Findings or activities which may require changes in schedule, accomplishments, or costs, particularly those changes which may impact the grantee's ability to utilize grant funds within the specified time period;
- Other pertinent information including, when appropriate, analysis and explanation of cost overruns; and
- Any unique aspects that you would like to share.

The Recipient must report immediately any problems, delays, or adverse conditions that impair the Grantee's ability to meet the grant objectives. The notification must include information on action taken or contemplated in response to the problem.

All materials developed with funding from this Agreement must be submitted in an electronic format (preferably Microsoft Word).

The Recipient is strongly encouraged to submit the Quarterly Progress Report and associated documentation and attachments via electronic mail to the Grants Officer. The recipient may be required to submit reports using the SF-PPR, Periodic Progress Report. If the Recipient wishes to send a hard copy, an original shall be sent to the address listed above.

- 6. Financial Status Reports:** The Recipient is required to electronically enter the quarterly and final financial status report (SF-425) into the FNS, Food Programs Reporting System (FPRS). This report must be certified by the grantee's chief fiscal officer or an officer of comparable rank. Included with the terms and conditions are instructions on how to obtain access and enter data into FPRS. This report must be entered within 30 days after the close of each quarter. The Final Financial Report must be entered into FPRS within 90 days of the expiration of this agreement. This report must also be certified by the Recipient's chief fiscal officer or an officer of comparable rank.

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REGULATORY AND STATUTORY REQUIREMENTS

- 7. Office of Management and Budget (OMB) Guidance:** This Federal financial assistance award is subject to rules and regulations related to the Recipient's organizational entity type as noted below.

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR 400: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
- 2 CFR Part 417: USDA "Non-Procurement Debarment and Suspension"
- 2 CFR Part 418 USDA "New Restrictions on Lobbying"
- 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"
- 7 CFR Part 3: "Debt Management"
- 41 U.S.C. Section 22 "Interest of Member of Congress"
- Privacy Act. The Cooperator/Grantee shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552)

PROPERTY STANDARDS

- 8. Insurance Coverage:** The Recipient must provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds.
- 9. Intangible Property:**

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- a. The Recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under the award. The Agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use these materials for federal purposes and to authorize others to do so.

"Federal purposes" include the use of award products in activities or programs undertaken by the Federal Government, in response to a governmental request, or as otherwise required by federal law. However, the federal government's use of copyrighted materials is not intended to interfere with or disadvantage the recipient or assignee in the sale and distribution of the award product."

The Agency may request copies of an award product for non-profit use. These copies will be provided at the cost of reproduction and shipping, and no royalties or other fees will be charged.

- b. The Agency has the right to:
1. Obtain, reproduce, publish or otherwise use the data first produced under an award; and
 2. Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- c. In addition, in response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under an award that were used by the Federal Government in developing an agency action that has the force and effect of law, the Agency shall request, and the recipient shall provide within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the FNS obtains the research data solely in response to a FOIA request, the Agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the agency, the recipient, and applicable sub-recipients. This fee is in addition to any fees the agency may assess under the FOIA (5 U.S.C. 552(a)(4)(A)).
- d. Title to intangible property acquired under an award or sub-award vests upon acquisition in the Recipient. The Recipient shall use that property for the originally authorized purpose and shall not encumber the property without Agency approval.

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The Agency reserves the right to determine the disposition of the intangible property when it is no longer needed for the originally authorized purpose.

10. Federally-owned and exempt property: Title to federally-owned property remains vested in the Federal entity. The grantee must submit annually an inventory listing of federally-owned property to the Agency. Upon completion of the project, or when the property is no longer needed, the recipient must contact the Agency for disposition instructions.

11. Equipment: Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. The purchase of equipment not included in the approved project budget is allowable only if it is specifically approved beforehand by the Agency and there is documentation to support that the purchase is necessary and reasonable to carry out project activities.

Equipment records must be maintained that include the description of the equipment, the serial number or other identification number, the source of equipment, the title holder, the acquisition date, the cost of the equipment, the location, use, and condition of the equipment, and any ultimate disposition data including the date of disposal and the sale price of the equipment. A physical inventory of the equipment must be taken and the results reconciled with the equipment records at least once every two years. The Recipient will share the results of this inventory. A Tangible Personal Property Report, SF-428, must be submitted at award close-out to report the status of the equipment, if requested.

The Recipient will follow the Agency's equipment disposition guidance and procedures. Disposition procedures will be provided by the Agency.

12. Sub-recipient compliance: The Recipient will ensure that sub-recipients are in compliance with applicable Federal administrative requirements and cost principles. No funds shall be provided to an eligible collaborator or contractor before such an agreement is signed by all parties.

PROCUREMENT STANDARDS

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The recipient will adhere to all procurement standards, included those listed below, if applicable, as found in 2 CFR 200.318 through 2 CFR 200.326. When procuring property and services under a Federal award, a State must follow the same policies and procedures used for procurements from its non-Federal funds. States recipients will comply with 2 CFR 200.322.

13. **General procurement standards:** The non-Federal entity must use its own documented procurement procedures, which reflect applicable State and local laws and regulations provided that procurements conform to applicable Federal law and the standards identified in this section. The Recipient must maintain oversight over contractors to ensure performance in accordance with the terms, conditions and specifications of their contracts or purchase orders, including written performance standards of its employees engaged in the selection, award and administration of contracts. The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In accordance with 2 CFR 200.318(j), the non-Federal entity may only use time and material type contracts after a determination that no other contract is suitable and if the contract includes a ceiling that the contractor exceeds at its own risk.
14. **Competition:** All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR 200.319.
15. **Suspension/Debarment:** The Recipient agrees to ensure that all sub-recipients are neither excluded nor disqualified under the Suspension and Debarment rules found at 2 CFR Parts 180 and 417 by doing any one of the following:
 - a. Checking the System for Awards Management (SAM) to determine if the applicant or grantee has been debarred or suspended. This information can be found at www.sam.gov.
 - b. Collecting a certification that the entity is neither excluded nor disqualified. Because a Federal certification form is no longer available, the Grantee or sub-Grantee electing this must devise its own.
 - c. Including a clause to this effect in the sub-recipient agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the Recipient or a sub-recipient within any agreements..

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16. Nondiscrimination: The Recipient will comply with following the nondiscrimination statutes and

regulations, other related regulations and any USDA nondiscrimination directives:

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d- *et seq.*) and USDA regulations at 7 CFR Part 15, Nondiscrimination, an Department of Justice regulations at 28 CFR Part 42, Non discrimination; Equal Employment Opportunity: Policies And Procedures;
- b. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 *et seq.*) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance;
- c. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 *et seq.*) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination On the Basis of Handicap In Federally Assisted Programs; and
- d. Age Discrimination Act of 1975 (42 U.S.C. 6101 *et seq.*) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement.
- e. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213).

The following nondiscrimination statement shall be included, in full, on all materials that are produced by the grant recipient for public information, public education, or public distribution.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color national origin, sex, age, or disability.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.”

RECORD RETENTION AND ACCESS

- 17. Evaluation and Access to Records:** The Recipient will cooperate with any evaluation of the program by providing the Agency requested data and access to records. The Recipient will cooperate with any, as needed, on-site financial and/or technical reviews and audits at any time during the term of the agreement. In addition, the Grantee shall make all records pertaining to activities under the grant available for audit purposes.

The Recipient will require any sub-recipient or contractors to comply with the requirements of this agreement and ensure that the Agency has access to any sub-recipient or contractors for purposes of evaluating, monitoring or reviewing other operations or records as they relate to this grant. When entering into a sub-award, the Recipient shall ensure that the sub-recipient agreement contains any clause required by Federal Statute or Executive Order and their implementing regulations.

NONCOMPLIANCE AND TERMINATION

- 18. Noncompliance:** As provided in 2 CFR 200.338, the Agency may unilaterally terminate this grant agreement or recover, withhold, or disallow costs of up to 100 percent of the funds made available under the agreement if the Recipient fails to comply with any term of the agreement. The Agency will consider failure to comply with the reporting requirements of this agreement to be a material failure to comply with the agreement and a basis for termination. If USDA or the Agency decides to take action against the Recipient for noncompliance under this agreement, USDA or the Agency will provide the recipient written notice of the basis for its determination.

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In the event that an award is suspended and corrective action is not taken within 90 days of the suspension effective date, the Agency may issue a notice of termination. No costs that are incurred during the suspension period or after the effective date of termination will be allowable, except those that are specifically authorized by the suspension or termination notice or those that, in the opinion of the Agency, could not have been reasonably avoided.

Within 30 days of the termination date, the Recipient shall furnish to the Agency a summary of progress achieved under the award, an itemized accounting of charges incurred against award funds and cost sharing prior to the effective date of the suspension or termination, and a separate accounting and justification for any costs that may have been incurred after this date.

OTHER REQUIREMENTS

- 19. USDA/FNS acknowledgement:** Unless otherwise advised by the Agency, the Recipient will acknowledge the support of USDA FNS whenever publicizing the work under this grant. To this end, the Grantee must include in any publication resulting from work performed under this grant an acknowledgment in substantially the form set below:

“This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”

- 20. Liabilities:** The Recipient may not seek any financial recourse from the Agency as a result of any liabilities the Recipient might incur for bodily injury or personal property damage resulting from negligent acts, errors, or omissions of the Grantee, their officers, agents or employees, or if applicable its sub-Grantees or their officers, agents, or employees, in performing this agreement. Liabilities of the United States are governed by the Federal Tort Claims Act, 28 U.S.C. 2671 *et seq.*
- 21. Program Income:** Program income is money that is earned or received by a recipient or a subrecipient from the activities supported by award funds or from products resulting from award activities. It includes, but is not limited to, income from fees for services performed and from the sale of items produced under an award; usage or rental fees for equipment or property acquired under an award; admission fees;

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broadcast or distribution rights; and license fees and royalties on patents and copyrights. The federal share of program income is determined by the percentage of total project costs that are supported by the Agency.

Income Earned During the Award Period: The Federal share of program income earned during the award period shall be retained by the recipient and, unless the award specifies how such income will be used, the recipient must use it in the following way:

It may be added to the existing project funding to cover increased costs of the project.

A report of program income earned during the award period must be submitted with the final Federal Financial Report whenever program income is earned during the award period or when the terms and conditions of the award specifically require such a report. The report shall indicate the total amount of program income that was earned and how it was used.

If income is to be returned to the Agency, a check made payable to the Food and Nutrition Service (FNS) and identified as program income must be submitted to the Accounting Division at the following address:

USDA Food and Nutrition Service
ATTN: Accounting Division
P.O. Box 979027
St. Louis, MO 61397-9000

POST CLOSEOUT ADJUSTMENTS AND COLLECTIONS

- 22. Post-closeout adjustments:** The closeout of a Federal award does not affect:
- a. The right of the Agency to disallow costs and recover funds on the basis of an audit or later review;
 - b. The obligation of a non-Federal entity to return funds as a result of later cost adjustments;
 - c. Audits requirements;
 - d. Property management and disposition requirements; and
 - e. Record retention requirements.

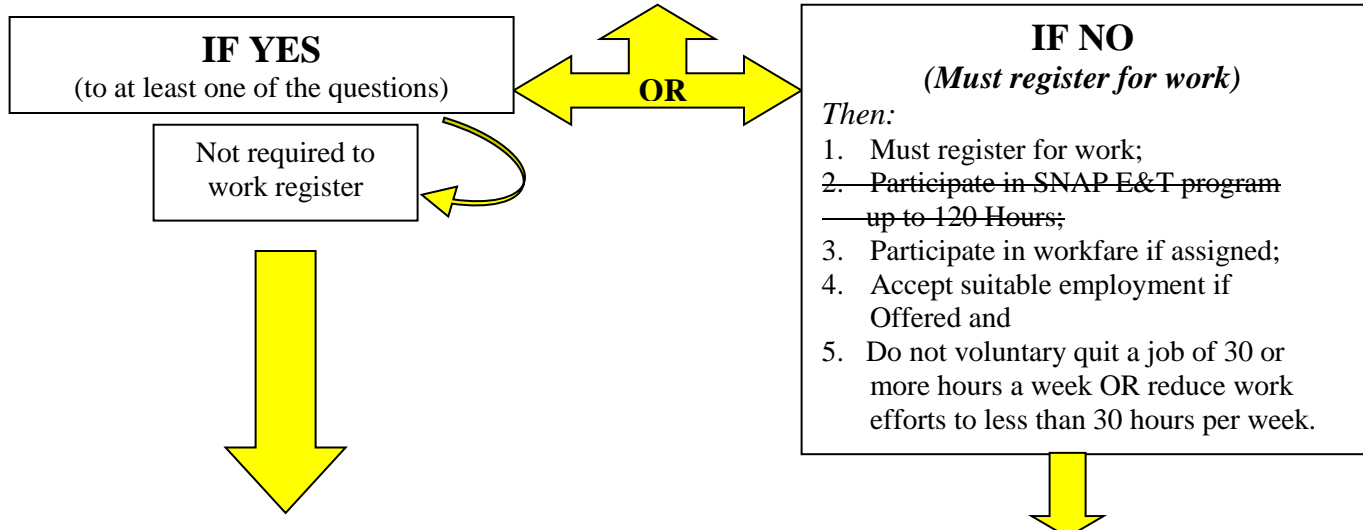
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- 23. Collections:** Any funds paid in excess of the amount in which the non-Federal entity is finally determined to be entitled will constitute a debt to the Federal Government. If these funds are not repaid within 90 days, the Agency may: make an administrative offset; withhold advance payments or take other necessary actions. In addition, interest will accrue on this overdue debt in accordance with the Federal Claims Collections Standards (31 CFR Parts 900 through 999).

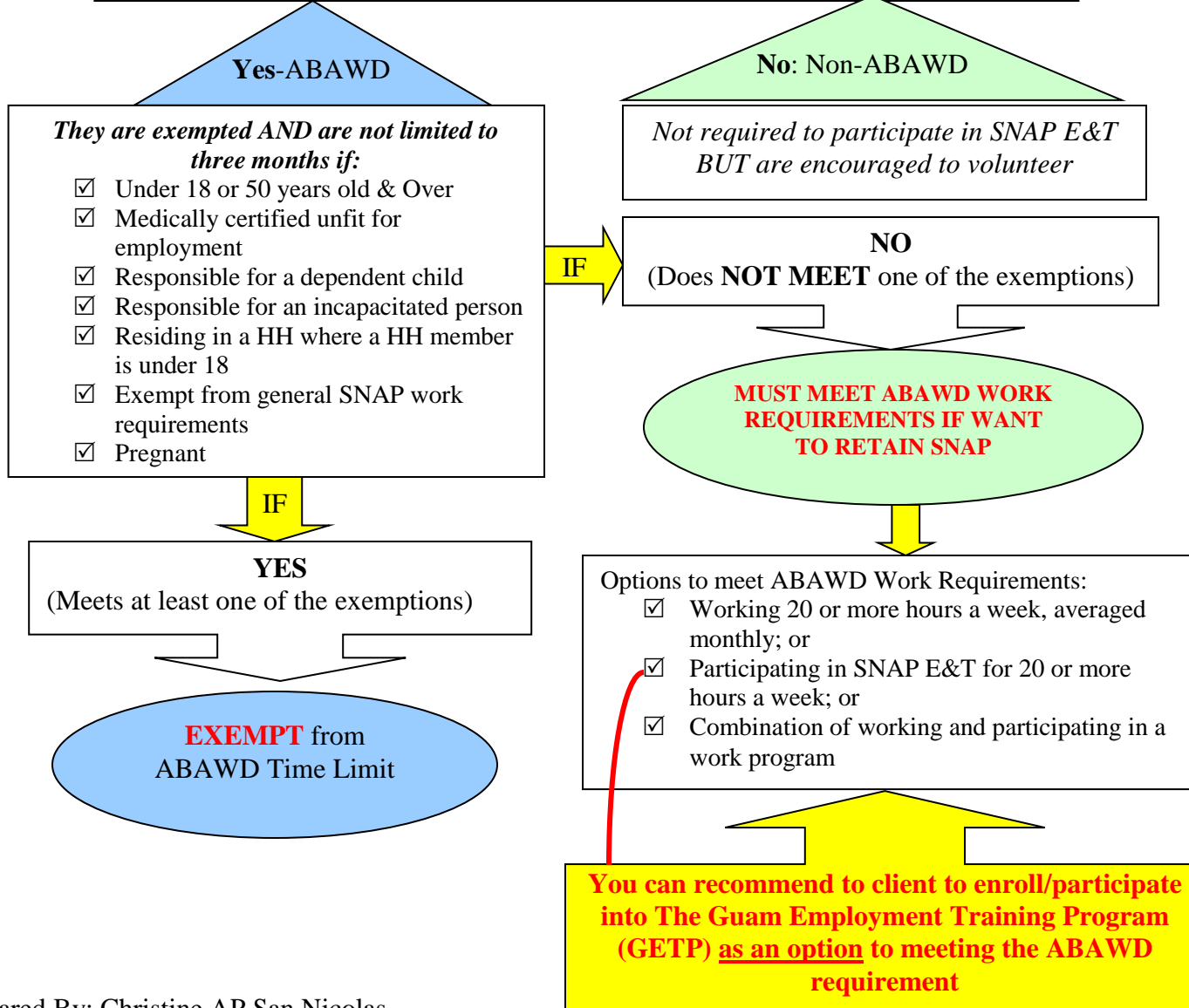
**APPENDIX B
SNAP WORK REGISTRATION PROCESS FLOW CHART
(7 CFR 273.7-Work Provisions)**

Is the person or household member:

- Under 16 years old or 60 years old and older? (Phpro Code: A)
- Age 16 or 17 who is not the head of household or who is attending school? (Phpro Code: I)
- Physically or mentally unfit for employment (medical certification)? (Phpro Code: B)
- Subject to complying with any Work Requirements under Title IV of the Social Security Act (i.e. participating in the TANF/JOBS program) (Phpro Code: D)
- A parent or household member responsible for the care of a dependent child under 6? (Phpro Code: C)
- A Parent or household member responsible for the care of an incapacitated person? (Phpro Code: C)
- Caring for a non-household member who is an incapacitated person? (Phpro Code: J)
- Receiving unemployment compensation? (Phpro Code: E)
- A regular participant in a drug and/or alcohol treatment and Rehabilitation Program? (Phpro Code: F)
- Employed or self-employed a minimum of 30 hours per week OR earning weekly wages at least equal to the federal minimum wage multiplied by 30 hours? (Phpro Code: G)
- Student enrolled half time in school, training program, or higher education BUT must meet student eligibility requirements (Section 273.5) (Phpro Code: H) **PLEASE REFER TO STUDENT ELIGIBILITY CHART BEFORE PROCEEDING**



Is the person or HH member an (ABAWD) Able Bodied Adult without dependent(s) between the age of 18 and 49?



APPENDIX C

GERNERAL WORK REQUIREMENTS ORAL SCRIPT

In order to keep your SNAP benefits, I determined that household member(s) name (1), name (2) has work requirements that need to be followed. Today, I will review the specific rules that apply to each household member. These rules have to do with work hours and job-related activities. You will also receive a *Consolidated Work Notice* in the mail explaining what I tell you today. It is very important that you and other required individuals in your household review that notice carefully to understand the steps your household will need to follow to keep your SNAP benefits.

First, I will review the basic work rules for: name of household members (name 1 and name 2). These individuals need to follow the basic work rules to keep your/their SNAP benefits. You/They must:

Accept any job offered received, unless there is good reason they can't.

If you/they have a job, don't quit or choose to work less than 30 hours each week without having a good reason, such as getting sick, being discriminated against, or not getting paid.

Tell us about your/their job and how much you/they are working, if asked.

If you or other household members don't follow these basic work rules and they don't have a good reason, these household members may lose their SNAP benefits. If you have good reason not to follow these rules, please call us immediately. Good reasons include getting sick, not having childcare for a child younger than 12, or work conditions that are unreasonable. The consolidated work notice that will be sent to you will have the contact numbers to reach us.

Unless your household members have good reasons, they will be disqualified from receiving SNAP benefits for three (3) months the first time they fail to follow these basic work rules; for six (6) months the second time; and permanently for the third time.

Finally, if you or [name of household member(s)] are identified as an Able-Bodied Adult without Dependents (ABAWD) can get SNAP benefits for only 3 months in 3 years, unless you and/or [name of household member(s)] participate at least 80 hours each month doing one or more of the following activities:

1. Working
2. Participating in a job program or similar activities we approve, or
3. Volunteering.

OR

Participate in a work experience program for the number of hours assigned to you each month. If you are interested, there are employment and training opportunities offered by the Guam SNAP Employment and Training Program (or E&T). This is a voluntary program that provides work training and support services such as transportation, work-related reimbursements, and childcare assistance.

If your work hours drop below 80 hours a month, please call us within 10 days. The consolidated work notice that will be sent to you will have the contact numbers to reach us.

Any questions?

Before we end, again, I would like to remind you that you will receive a *Consolidated Work Notice* in the mail. It will include information on what to do if there are any changes regarding circumstances in your household. This notice will further reinforce what we have discussed today. Thank you and have a good day!

APPENDIX D



GOVERNMENT OF GUAM
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT
(671) 300-8853/63 (Rancare)
(671) 635-7429 (Northern BES)
(671) 828-7643 (Southern BES)



Case Number: 2023001234
Head of Household: Jane Doe
Notice Date: October 1, 2023
Program: Supplemental Nutrition Assistance Program (SNAP)

SNAP Work Rules

You Must Follow These Rules to Receive SNAP Benefits

Hafa Adai [Name 1], [Name 2], and [Name 3],

This letter is to tell you about work rules for the Supplemental Nutrition Assistance Program (SNAP). **If you don't follow these rules, your SNAP benefits may decrease or end.** Different people in your house may need to follow different work rules. This letter tells each of you what you need to do.

What do you need to do?

[Name 1], you must follow the **Basic Work Rules** on **page 2**.

[Name 2], you must follow the **Basic Work Rules** on **page 2**.

[Name 3], you must follow the **Basic Work Rules** on **page 2**.

Does everyone need to follow these work rules?

No, only certain people do. You **may not** have to follow these rules if you are:

- Younger than age 16, or age 60 or older,
- Taking care of a child younger than age 6 or someone who needs help caring for themselves,
- Already working at least 30 hours a week,
- Already earning \$217.50 or more per week,
- Receiving unemployment benefits, or you applied for unemployment benefits,
- Not working because of a physical or mental health reason,
- Going to school, college, or training program at least half-time,
- Meeting the work rules for Temporary Assistance for Needy Families (TANF), or
- Participating in a drug or alcohol addiction treatment program.

Basic Work Rules

[Name 1], [Name 2], and [Name 3], you must follow the **Basic Work Rules**. Keep reading to find out what to do.

What do you need to do?

You **must** follow these **Basic Work Rules** to keep your SNAP benefits:

1. Accept any job offer you receive, unless there is a good reason you can't.
2. If you have a job, don't quit your job or choose to work less than 30 hours each week without having a good reason, such as getting sick, being discriminated against, or not getting paid.
3. Tell us about your job and how much you are working if asked.
4. If we ask you to do a workfare program, complete your hours each month.
5. Be registered for work.

What happens if you do not follow these Basic Work Rules?

You may lose your **SNAP benefits** if you don't follow these work rules and you don't have a good reason.

What if you have a good reason for not following these Basic Work Rules?

Good reasons include issues you can't control such as getting sick, not having childcare for a child younger than age 12, or work conditions that are unreasonable. These are some examples of good reasons but not all of them. **Reminder: Check page 1 of this letter for other reasons you may not have to follow any work rules.**

If we find that you have a good reason, there will be no change to your SNAP benefits please call us at the numbers listed above.

How long will you lose SNAP benefits if you don't follow these Basic Work Rules?

- The first time you don't follow these rules, and you don't have a good reason, you can't get SNAP benefits for **[3 months]**.
- The second time you don't follow these rules, you can't get SNAP benefits for **[6 months]**.
- The third time, you can't get SNAP benefits **[permanently]**.
- And you must follow these work rules before you can get SNAP benefits again.

Interested in Employment and Training Opportunities?

The Guam Employment Training Program (GETP) is one opportunity that offers you work training. This program also provides support services such as transportation reimbursements, work -related reimbursements, and childcare assistance. We offer different programs to help you develop your work skills. You can learn more about the different types of programs available by calling us at (671) 735-7267/7367/7322/7368 to find out more.

Your Right to a Fair Hearing

What is a fair hearing?

If you disagree with a decision made on your SNAP application or case, you have the right to request a fair hearing. A fair hearing means that an official will review the facts of your case in a fair and objective manner as required by law.

In what situations can you ask for a fair hearing?

You may ask for a fair hearing if any of the following apply to you:

- You applied for SNAP benefits and were denied.
- You disagree with a decision on your case.
- You believe your SNAP benefits were not calculated correctly.

When is the deadline to request a fair hearing?

- If you want a fair hearing because we closed your SNAP case or denied your request for SNAP benefits, you must request it by **[enter date 90 days from decision date]**.
- If you want a fair hearing about your current SNAP benefits, you may request a fair hearing any time before [enter certification period end date].
- If you request a hearing because we closed your case or decreased your SNAP benefits, you may choose to keep getting your benefits until a hearing decision is made. You may choose to continue receiving SNAP benefits only if your certification period has not ended. If you choose to do this, you may have to pay those SNAP benefits back if you lose the fair hearing. To continue your SNAP benefits, you must request a fair hearing by [enter date upon which action becomes effective].

How do you ask for a fair hearing?

To request a fair hearing:

1. Call (671) 735-7344/7256 if you want to know more about the process.
2. Complete the Fair Hearing Form or mail to DPHSS, Bureau of Management Support, 130 Castle Mall University Drive Ste 15, Mangilao, Guam 96923

Can you get free legal help?

You may be able to get free legal help from [Micronesia Legal Services Corporation] by calling (671)969-5504 or (671) 969-5604 or visiting guam@mlscnet.org for more information.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Note: Please do not send any application materials to the address above. The address above is for civil rights complaints only.

The Guam Employment Training Program (GETP) is a voluntary program that provides employment training assistance to recipients of Supplemental Nutrition Assistance Program (SNAP), formally known as “food stamps”. The programs goal is to help SNAP recipients be successful in the job market and to improve their financial situations, minimizing their present and future need for assistance.

It will enhance services available to voluntary participants to include a variant of allowable work activities offered through the Department of Labor (DOL) - American Job Center (AJC), Guam Community College (GCC) and other training programs such as the Guam Trade Academy and Marianas Training Center.

WHO CAN PARTICIPATE?

GETP is targeted to serve all SNAP work registrants which include Able Bodied Adults with Dependents (ABAWD's) and Able Bodied Adults without Dependents (non-ABAWD's).

HOW DO YOU PARTICIPATE?

Contact WPS directly or visit the office and complete an GETP application. If eligible, you will be scheduled an appointment for initial assessment.

INITIAL ASSESSMENT

Your Social Worker (SW) or Employment Development Worker (EDW) will explain the GETP in greater detail. An initial assessment will be conducted to determine your occupational qualifications or expectations, training/employment and educational goals. An Individual Responsibility and Employment Plan will be created with your assigned SW/EDW to help you figure out what kinds of program activities may be interesting for you as a participant.

COMPONENT PLACEMENT REFERRALS

After the development of your plan you will be referred to various government, non-profit organizations, or private sector companies for component placement to conduct your training.

WHAT TYPE OF EMPLOYMENT, TRAINING, AND EDUCATION PROGRAMS ARE AVAILABLE?

Work Components

- **Community Work Experience Program (CWEP)** is the primary placement for all participants. This program provides unpaid work experience and new job skills through work training either in a public (government) service, private, or in a community-based private sector organization.

- **The American Jobs Center (AJC) through the Workforce Innovation and Opportunity Act (WIOA)**

AJC provides employment, training and related services. They offer an array of on the job-training and employment services developed, managed, and administered by Department of Labor American Jobs Center through WIOA funding. Activities include basic skills training (GED, literacy), occupational skills training, on-the-job training, work experience, job search assistance, and basic resource services. SNAP recipients who are enrolled or participating in the AJC WIOA activities can avail GETP services as well.

Other types of activities included but not limited to:

- Vocational Education Training, Job Search (JS), Job Readiness Assistance (JRA), Adult Education (AE) Programs.

WHAT SUPPORT SERVICES ARE OFFERED BY GETP?

For the time you are participating in any of the GETP components, the Program can help you with the following:

- Transportation Reimbursement (maximum of \$100 monthly)
- Childcare Services (children under 13)
- Work Related Reimbursements (Maximum \$400 Annually)
- Case Management and referrals

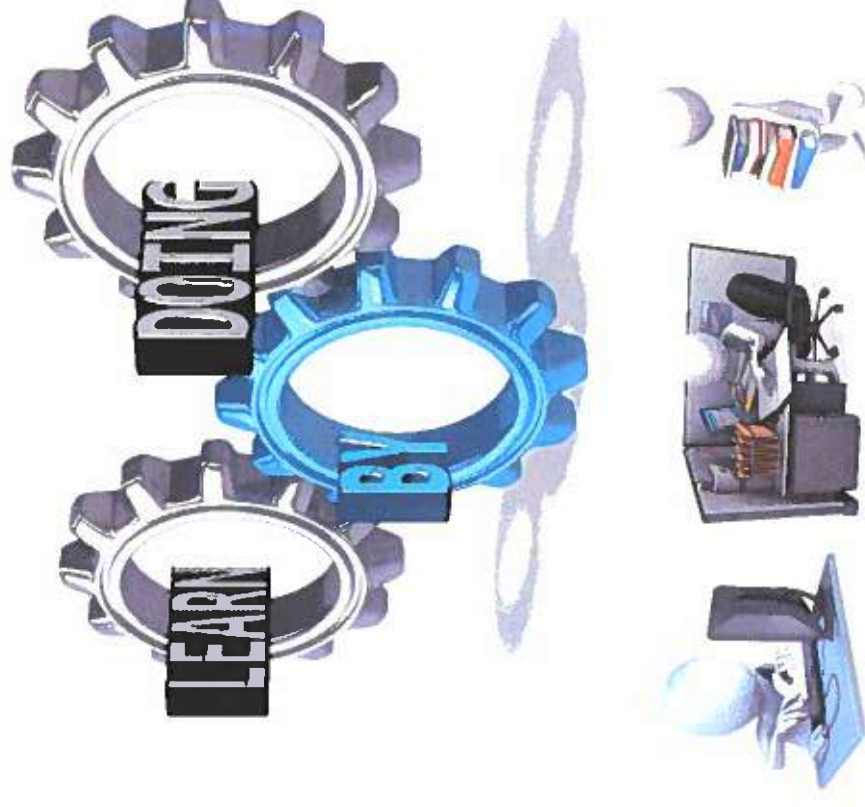
GUAM EMPLOYMENT TRAINING PROGRAM (GETP)

WHAT WILL HAPPEN TO MY BENEFITS?

During the time you are participating in GETP, and preparing for employment, you will continue to receive your SNAP benefits. Any monetary assistance you receive from the Program as a program participant for any of the support services mentioned above are not considered earned income and will not affect your benefits.

WHAT ARE THE ADVANTAGES OF PARTICIPATING IN THE PROGRAM?

1. Gain work experience so you can add to your work history and keep it current when you are ready to apply for jobs.
2. You help the community and our island.
3. You can get a work reference.
4. You can get back to the "world of work" and learn new skills or improve current skills that are in demand by local businesses.
5. You can receive support services such as transportation reimbursement, work related expense reimbursements (such as clothing, car maintenance, etc.), and child care assistance while participating in the program!
6. Opportunities to be a part of fast track training or credential programs (when funding is available) such as computer classes, etc.



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIVISION OF PUBLIC WELFARE
WORK PROGRAMS SECTION
130 UNIVERSITY DRIVE CASTLE MALL UNIT 15
MANGILAO, GUAM
735-7256/7267



APPENDIX F
GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



ACKNOWLEDGEMENT OF PROGRAM SUPPORT SERVICES INFORMATION
For SNAP PARTICIPANTS IN THE GUAM EMPLOYMENT TRAINING PROGRAM
FOR FISCAL YEAR 2024 (October 1, 2023 – September 30, 2024)

1. I am eligible to receive transportation reimbursement up to a **maximum of \$100 a month** (\$5.00 a day for each day that I participate). *For example, if I only participated 16 days a month, then my transportation reimbursement for that month is \$80 (16 days x \$5.00 a day).* Holidays and excused absences are ONLY reimbursed if you actually participated for the day.
2. I am eligible for **work-related reimbursements up to \$400 in fiscal year.** I understand that I can only be reimbursed for expenses listed in the Appendix H on the back of this sheet. All receipts must be original and specific. The amount I list on my form is simply a “request” and is subject to approval by my case manager. There may be items that are not specific or unreadable which will result in my request either being denied or being reimbursed less than what I indicate on the form.
3. I was informed that the department has 20 working days to process my participant reimbursement request and the Department of Administration has their process as well. I am aware that this Program is part federally funded and part locally funded. As a result, there may be delays in receiving my reimbursements in a timely manner due to the availability of funding.
4. I understand that I am required to submit my attendance/monthly time-sheet and Participant Reimbursement form by the 5th work day of the following month and no later than 30 calendar days after the last day of the month in which I am requesting reimbursement. If so, I understand that my reimbursement may be denied. *For Example, October 2022 PRR is due by the 5th work day in November 2022 but no later than November 30, 2022 (30 calendar days). If submitted past the 30 days, I am aware that my payment request will be denied.*
5. I was informed that should I find employment, the Guam Employment Training Program (GETP) can provide me with **Job Retention Services (JRS)** for transportation, work related expenses and/or child care assistance for 90 calendar days starting from the first day of the month after my date of hire. *For example, my DOH was September 15, 2022. My JRS will begin October 1, 2022 and end on December 30, 2022 (90 calendar days).*

Print Participant’s (Name /Date)

GETP Staff (Print Name/Date)

Participants Signature

GETP Staff Signature

2 Copies (1 Placement, 1 client, Original – WPS)

CSN: (09/03/19, 12/13/19, 12/21/19, 08/15/2022)


APPENDIX E

APPENDIX G

**Guam Employment Training Program (GETP) Work-Related (Ancillary)
Expenses Support Service for the period of:
October 1, 2023 thru September 30, 2024 (\$400 MAX ANNUALLY)**

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 on line 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	
Tuition/Fees as it relates to their approved E&T Component.	
Drug Testing if required by the Employer, Worksite, Placement, and/or 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."	

APPENDIX H

<p>Department of Public Health & Social Services Division of Public Welfare - Bureau of Economic Security</p> <p>WORK PROGRAMS SECTION</p> <p>Mailing Address: RAN-Care Commercial Building, CBU#207 761 S Marine Corps Dr Tamuning, GU 96913</p> <p>Office Location: 130 University Drive Castle Mall Unit #15 Mangilao, Guam 96913</p> <p>Telephone: (671)735-7256 or (671)735-7267 Fax: (671)735-7165</p> 	<p style="text-align: center;">ATTENDANCE CALENDAR</p> <p>REPORT MONTH / YEAR:</p> <p>START TIME: END TIME:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">DATE</th> <th style="width: 15%;">NUMBER OF HOURS WORKED</th> <th style="width: 65%;">COMMENTS HOLIDAYS/REASONS FOR ABSENCES</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td></td><td></td></tr> <tr><td></td><td>2</td><td></td><td></td></tr> <tr><td></td><td>3</td><td></td><td></td></tr> <tr><td></td><td>4</td><td></td><td></td></tr> <tr><td></td><td>5</td><td></td><td></td></tr> <tr><td></td><td>6</td><td></td><td></td></tr> <tr><td></td><td>7</td><td></td><td></td></tr> <tr><td></td><td>8</td><td></td><td></td></tr> <tr><td></td><td>9</td><td></td><td></td></tr> <tr><td></td><td>10</td><td></td><td></td></tr> <tr><td></td><td>11</td><td></td><td></td></tr> <tr><td></td><td>12</td><td></td><td></td></tr> <tr><td></td><td>13</td><td></td><td></td></tr> <tr><td></td><td>14</td><td></td><td></td></tr> <tr><td></td><td>15</td><td></td><td></td></tr> <tr><td></td><td>16</td><td></td><td></td></tr> <tr><td></td><td>17</td><td></td><td></td></tr> <tr><td></td><td>18</td><td></td><td></td></tr> <tr><td></td><td>19</td><td></td><td></td></tr> <tr><td></td><td>20</td><td></td><td></td></tr> <tr><td></td><td>21</td><td></td><td></td></tr> <tr><td></td><td>22</td><td></td><td></td></tr> <tr><td></td><td>23</td><td></td><td></td></tr> <tr><td></td><td>24</td><td></td><td></td></tr> <tr><td></td><td>25</td><td></td><td></td></tr> <tr><td></td><td>26</td><td></td><td></td></tr> <tr><td></td><td>27</td><td></td><td></td></tr> <tr><td></td><td>28</td><td></td><td></td></tr> <tr><td></td><td>29</td><td></td><td></td></tr> <tr><td></td><td>30</td><td></td><td></td></tr> <tr><td></td><td>31</td><td></td><td></td></tr> <tr> <td colspan="2"></td> <td style="text-align: center;"># OF DAYS WORKED</td> <td style="text-align: center;">TOTAL HOURS FOR MONTH</td> </tr> </tbody> </table>		DATE	NUMBER OF HOURS WORKED	COMMENTS HOLIDAYS/REASONS FOR ABSENCES		1				2				3				4				5				6				7				8				9				10				11				12				13				14				15				16				17				18				19				20				21				22				23				24				25				26				27				28				29				30				31					# OF DAYS WORKED	TOTAL HOURS FOR MONTH
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APPENDIX I



Department of Public Health and Social Services
Division of Public Welfare • Bureau of Economic Security
WORK PROGRAMS SECTION

Mailing Address: RAN-Care Commercial Building, CBU#207
 761 S Marine Corps Dr Tamuning, GU 96913
 Location: 130 University Drive Castle Mall Unit #15 Mangilao, GU 96913
 Telephone (671)735-7256 or (671)735-7267 • Fax (671)735-7165

PARTICIPANT REIMBURSEMENT REQUEST (PRR)

Direct Payment# _____
Control #: _____
Assigned Staff: _____
Program: JOBS or GETP

Participant Name: _____	Mailing Address: _____
Social Security Number: _____	Contact Numbers: _____
Case Number: _____	Vendor Number: _____

I am requesting reimbursement of the following expenses incurred for (MONTH / YEAR) _____ :

[] Transportation \$ _____ [] Work Related \$ _____ [] Teen Parent Allowance \$ _____
 (Original Detailed Receipts **MUST** be Attached)

I hereby certify that expenses for which I am seeking reimbursement have been paid by me. I understand that it is a federal crime punishable by fine and/or imprisonment, to knowingly make any false statement(s).

PARTICIPANT SIGNATURE

DATE

The Department of Public Health and Social Services (DPHSS) shall pay expenses incurred for supportive services for families eligible to receive such assistance. Payment shall only be made when this Reimbursement Request Form is completed and accompanied by other documentation required by the Program. **Documents must be submitted to DPHSS, Division of Public Welfare – Work Programs Section, by the 5th work day of each month but no later than 30 calendar days after the last day of the month in which reimbursement is requested.**

Example: July 2021 PRR is due by the 5th work day in August 2021 but no later than August 30, 2021 (30 calendar days).

FOR OFFICIAL USE ONLY (DO NOT WRITE BELOW THIS LINE)

Date Authorized: _____	[] GETP	[] JOBS
Approved: Transportation: \$ _____	ATTACHMENTS:	
Work Related: \$ _____	[] CHILD CARE CALENDAR	[] CHECK STUBS
Teen Parent: \$ _____	[] RECEIPT(S)	[] ATTENDANCE CALENDAR
Service Month: _____	[] TRANSPORTATION REPORT	[] OTHER _____
Authorized by: _____	WPS Case File #: _____	
Date Processed: _____	WPS Staff: _____	

MISC COMMENTS/NOTES (Official Use Only):

**APPENDIX J
JOB SEARCH AND/OR JOB READINESS ACTIVITY LOG (JS/JR)**

PARTICIPANT NAME					12 MONTH TIMEFRAME (JOBS), OR 12 contacts per month for 2 months (GETP)		Program Applicability (Choose one only):		<input type="checkbox"/> JOBS		
JOB SEARCH/JOB READINESS ACTIVITY OPTION (for official Use only) Choose one option only. THE 6 WEEK OR SPORADIC APPLY ONLY TO JOBS CLIENTS.			6 WEEK PERIOD: <input type="checkbox"/> 4 Consecutive Weeks <input type="checkbox"/> Last 2 Consec. Week (5-6) <small>No more than 4 consecutive weeks in a 12 month period, must meet weekly requirement</small>		SPORADIC USE: <input type="checkbox"/> 120 hrs: 1 Parent Hhld <input type="checkbox"/> 180 hrs: 2 Parent Hhld <small>(In addition to REQUIRED weekly hours). Cannot exceed the maximum above within a 12 month period.</small>				_____/_____/_____ to _____/_____/_____ Pls Note: Travel Time from Home to 1st Job Site/Company/Interview DOES NOT Count. Travel Time in between does count.		<input type="checkbox"/> GETP
			Assigned Social Worker: DPHSS / Work Programs Section 735-7256								
Date	Start Time	End Time	Location activity took place or name of Employer	Type of Activity	Comments	Total Time Spent in the activity	Name of Person and Job Title verifying information (Please print)	Signature of person verifying the Activity	Contact #		
8/24/2009	9:30am	10:00am	Hilton Hotel	Applied for Front Desk Clerk	Submitted my application. They will call me for an interview	30 minutes	Jane Doe, HR Manager		735-0000		